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Personnel Procurement

National Guard Request Users Manual

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SUMMARY of CHANGE

DA PAM 601–5–3
National Guard Request Users Manual

This revision provides new procedures and guidance necessary for the execution
of programs found in chapters 3, 4, 13, 17, 20, 25, 31, 32, 41, 56, and 57. All
other chapters remain unchanged.

o Material that was shown in previously printed edition of this DA Pamphlet by
   underline will be shown in all future editions by White lettering on Black
   blocks.

o In the electronic edition some text that was White lettering on Black blocks
   was made into Bold lettering.

FOREWORD

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Personnel Procurement

National Guard Request Users Manual

By Order of the Secretary of the Army:

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Chapter 1
General Information

1–1. Purpose
The Recruit Quota System (REQUEST) User Manual provides the user's non–ADP personnel with the information necessary to effectively and efficiently use the system.

1–2. References
a. DOD Standard 7935, Automated Data Systems Documentation
b. AR 340–17, Freedom of Information Act.
c. AR 340–21, The Army Privacy Program.
d. AR 380–380, Automated Systems Security.
e. NGR600–200, Enlisted Personnel Management.

1–3. Explanation of terms
a. User. A person who is granted permission to use REQUEST and who possesses the information to use the system correctly.
b. User identification number. An account number assigned to users for controlling and monitoring system usage.
c. System password. A series of characters which allows the user access to the REQUEST computer.
d. Location ID. A series of characters which identifies a specific recruit file storage location.
e. Data item. A single piece of information that is used by REQUEST and for which there are specific format and value requirements.
f. Input. The data, often in the form of data items, which are entered into REQUEST by the user.
g. Output. The data, reports, and listings which are produced by REQUEST.

1–4. Project references
a. REQUEST is a management information system that provides the Army with an orderly and efficient mechanism for allocating training resources to new accessions. Initially, REQUEST was developed only to allocate Advanced Individual Training (AIT) space, but has since been expanded to include allocation of other training resources, including Basic Training (BT) for males and females, Basic Airborne Training (BAT), One Station/Unit Training (OSUT), and On–the–Job Training (OJT). All recruiting qualifications information upon which allocations are based is centrally maintained and available on demand through the various programs that comprise REQUEST. Users have real time capability to reserve training spaces by Military Occupational Specialty (MOS) and time period, based on available programs and vacancies. REQUEST programs are written in FORTRAN using interactive programming techniques.
b. The project sponsor for the development and maintenance of REQUEST is the KEYSTONE Branch, US Army Military Personnel Center (MILPERCEN). The operating centers that use the REQUEST programs are:
(1) Office of the Deputy Chief of Staff for Personnel (ODCSPER).
(2) MILPERCEN.
(3) US Army National Guard (ARNG).
(4) US Army Recruiting Command (USAREC).
(5) US Army Training and Doctrine Command (TRADOC).
(6) US Army Forces Command (FORSCOM).
(7) US Army Reserve (USAR).
c. Paragraph 1–2 contains selected documents and regulations that provide Information that impacts on or controls REQUEST usage.

1–5. Security and privacy
a. Classified components. REQUEST is classified Highly Sensitive according to the provisions of AR 380–380. The classified components of REQUEST include all data files, the entire data base and all computer programs. At a minimum, all systems of record will be safeguarded in accordance with the access, storage, handling, transmission, and destruction provisions of AR 340–16. The system initiation procedures, including all user passwords, identification numbers, telephone access numbers, and location IDS are also Highly Sensitive. Additionally, all input to and output from the system that contains personal information such as names, social security numbers, aptitude test scores, and any other personal data are governed by the provisions of the Privacy Act of 1974.
b. Security procedures references. The publications that contain specific security measures and procedures are listed in paragraph 1–2.
c. General security provisions. A large amount of the information that is contained in REQUEST is subject to user manipulation and retrieval, and therefore the privileged nature of this information must be recognized. The release of

personal information that may be obtained from REQUEST is governed by the provisions in AR 340–17, AR 340–21, and the Privacy Act of 1974. Each REQUEST terminal is assigned a Terminal Area Security Officer (TASO) in writing by the installation/unit commander where the terminal is located. Terminal Area Security Officers are responsible for the following:

(1) Issuing instructions specifying security requirements and operating procedures.

(2) Ensuring that each terminal user's identity, need–to–know, level of clearance, and access authorizations are established commensurate with the data available from that terminal.

(3) Managing the control and dissemination of user and file identification numbers and passwords for REQUEST terminal users.

(4) Implementing controls to prevent entry of unauthorized transactions or data over the REQUEST terminals.

(5) Ensuring local compliance with security operating procedures for that terminal site.

(6) Taking all possible actions to ensure overall system security.

(7) Reporting to the REQUEST Automatic Data Processing System Security Office (ADPSSO) all practices dangerous to overall system security and all instances of security violation.

d. Minimum security requirements The telephone access number, passwords, location ID, and all other access codes constitute restricted information that cannot be posted in the terminal area, or displayed in any way where unauthorized personnel may see them. Only authorized users may have access to these codes. Users may not exchange or transfer access codes among themselves. Any output from REQUEST that contains personal information must be kept in a secured place, and any output that is to be discarded must be torn and mutilated beyond recognition.

Chapter 2
System Summary

2–1. System application

a. Purpose. REQUEST was developed to provide the Army with an efficient means of allocating training resources to accessions. The automated qualification checks and other features of the system are designed to reduce erroneous enlistments into skills for which the applicant is not qualified.

b. Capabilities and improvements. The following list contains the major capabilities and operating improvements made possible through REQUEST.

(1) The Guidance Counselor achieves a stronger sales position since applicants' desires and qualifications are individually processed through REQUEST.

(2) AIT quotas are maintained in a timely and efficient manner. Quotas are stored and updated on the central computer. This allows for interactive updates and changes which are responsive to the dynamic accession environment.

(3) Management reporting capabilities are greatly enhanced. An **ad hoc** reports program allows users to design specific and flexible report formats. A series of fixed–format reports are also available to report recruit information as well as quota, unit, and training center related data. These reports can be run on demand, or according to a predetermined schedule.

(4) REQUEST also has a message capability. This enables various Army commands and organizations to quickly and inexpensively send to users high priority directives or messages concerning system policy changes.

c. Additional features. Users communicate with REQUEST through on–line terminals that are linked to the main computer by ordinary voice grade telephone lines. Whenever a user executes a REQUEST program, the user, in essence, is carrying on a conversation with the main computer. The computer instructs the user's terminal to print messages or prompts to which the user types a response. All of the prompts are written in easily understood English phrases and sentences that do not require the user to have any prior data processing experience. All REQUEST programs are designed to lead the user through a series of logically progressive steps to obtain the desired information for making valid training reservations. The user may go from one program to another without interruption so that a smooth workflow is achieved from checking qualifications and locating available spaces to making a final training reservation. The basic program design allows the user considerable flexibility in re–executing programs, selecting another program, and signing off the system. After using REQUEST programs for a short while, users become accustomed to these features and quickly learn to manipulate them in a convenient and efficient manner.

d. Functions. REQUEST's principal functions are as follows:

(1) Allocation of training resources. REQUEST is used to allocate training seats in Basic Training (for males and females), Basic Airborne Advanced Individual Training, One Station/Unit Training and On–the–Job Training spaces to enlistees. Using REQUEST's allocation procedures, the Army is able to distribute training seats among MOSs, training classes, and units to achieve optimum balance.

(2) Qualifications checking. Each applicant's qualifications are checked against the prerequisite qualifications for each type of training. REQUEST allows selection by the applicant for only that training for which the applicant qualifies and for which the Army or Army Reserve has a need. Qualifications checking also includes monitoring and

controlling the types of personnel recruited, according to characteristics such as aptitude, education, skills, sex, or enlistment type. In addition, the Army is able to control the distribution of recruits into MOSS and units where they can achieve maximum performance.

(3) Enlistment verification. After an applicant has actually enlisted, the applicant's training reservation is confirmed on REQUEST. If the applicant did not enlist, his reservation is cancelled and made available to other applicants. This function helps to prevent valuable training resources from being held for applicants who do not actually enlist.

(4) Management reporting. REQUEST supplies extensive report capabilities, with access to various reports controlled by a system of security access levels and differing user access messages. REQUEST reports personal applicant information as well as training program management information. Statistical reporting as well as reporting by name are also available through REQUEST.

2–2. System operation
REQUEST operates at two functional levels: field operators and management operators. Field operators are National Guard State Adjutant General sites, US Army Reserve Guidance Counselors, USAREC Guidance Counselors, and Reception Station Liaison NCOs. These operators are the primary system users who reserve training resources for initial training, and who capture the personal information stored on the system for each recruit. The management operators include the data base managers of TRADOC, DCSPER and MILPERCEN who maintain the quota and other training information in REQUEST. Other management operators include the Training Centers, FORSCOM, and USAREC. These users generally report information from the REQUEST personal and quota data files.

2–3. System configuration
REQUEST is an interactive system run on a time–sharing system provided by a General Services Administration contract. REQUEST programs are written in FORTRAN using interactive programming techniques. Data input and output are normally performed through a teletypewriter terminal; however, keypunch cards may also be processed. High speed line printers are used to print lengthy reports.

2–4. System organization
REQUEST is a series of interactive and batch application programs designed to manage accession training resources. While it is possible to identify individual subsystems and modules, it is more instructive to consider the REQUEST system to be comprised of five organizational categories which combine to serve the management information purposes of REQUEST. The five organizational categories may be described as follows:

(1) Quota module. The quota organizational category consists of those functions which load, maintain, distribute, audit and report training seats for Basic Training, Basic Airborne Training and Advanced Individual Training. These functions are implemented primarily by the RQST, CANCEL and KWIKSALE programs, and are supported primarily by the Quota and Yearly Limit files. Training quotas are maintained by MILPERCEN and TRADOC.

(2) Qualifications module. The qualifications organizational category consists of functions which load, maintain and report prerequisites for training seat reservations. These functions are implemented primarily by the RQST, QUAL and UVREPORT programs. The Qualifications file and the UVL file are the primary files supporting those functions. MILPERCEN is responsible for maintaining the Qualifications file.

(3) Personal data module. The personal data organizational category consists of those functions which write and report a candidate's personal data for the qualifications edit. The primary files supporting the personal data organizational category are the Recruit and the Cancellation files, both of which are written by Guidance Counselors. RQST, GETREC and CANCEL are the primary programs implementing the functions of this category.

(4) Management report module. This organizational module consists of those functions which report credits for reservations and provide on–line message capabilities. The primary supporting files for this category are the Message and Balance files. RCTNEWS, MESSAG and MANAGE are the primary programs implementing the management report functions.

(5) Maintenance module. The maintenance organizational category consists of those functions which perform file purges and daily data base maintenance functions. These functions are solely the responsibility of MILPERCEN, which performs all maintenance and security functions.

2–5. Performance
User interface with REQUEST is through teletypewriter terminals. A majority of REQUEST data entry and output can be processed through these terminals; however, REQUEST also supports batch processing through remote job entry terminals and produces reports for high speed line printers. Response time for interactive processing is normally within a few seconds after data entry. Editing of entered data is performed on–line, thus permitting easy correction and preventing extensive reporting of incorrect data. REQUEST is a flexible system. REQUEST data files and processing are easily modified to meet the needs of the changing accession and training space management requirements.

2–6. Data base

There are six basic data files within the five REQUEST functional modules: Quota file, Qualifications file, Recruit file, Cancellation file, Message file and Balance file. These files are described in detail below.

a. Quota file. The Quota file contains the AIT quotas for each AIT class for which reservations can be made. Reservations may not exceed the values stored on the Quota file.

b. Qualifications file. The Qualifications file contains the prerequisite requirements for reserving a training space in an MOS. One record exists for each MOS. Some common prerequisite values among MOSS are physical profile, sex, aptitude area scores, and training in another skill. This file also contains the title for each MOS and a series of remarks that provide additional requirements which must be met but are not verified by the automated processing. Each applicant's qualifications are verified against this file before a training space can be reserved.

c. Recruit file. The Recruit file is the repository of the personal data and management information stored for each reservation. The information stored in this file includes, name, social security number, aptitude scores, training courses and dates reserved, plus other miscellaneous reservation data. Users are allowed access to data for only those individuals for whom they have management responsibility. This maintains the privacy and integrity of the data by limiting access to those users who have a need to know it. History files are maintained for analysis and reporting.

d. Cancellation file. The Cancellation file maintains information on those applicants whose reservation has been cancelled. The cancellation information is created by extracting the cancelled record from the Recruit file prior to its being deleted from the system. The reason for cancellation is also stored. A history file is maintained. Access to the Cancellation file is on a need–to–know basis.

e. Message file. The Message file is used to disseminate policy and management information. The system controls each user's access to only those messages that concern the recipient. Major users have individual segments of the file for preparation and storage of unique messages. Each message is free format. Only the most recent message is stored for each major user.

f. Balance file. The Balance file stores reservation data for each location ID. This file reports the number and type of reservations made for each reception station week for each DRC and RRC. These management reports measure the success of the Army's recruiting efforts.

2–7. General description of inputs processing and outputs

a. The reservation function is the core of REQUEST. To complete the reservation process, REQUEST verifies the applicant's qualifications, and if sufficient quotas are available, permits reservation of the desired training space. In the case of an Army Reserve applicant, the training seat in a corresponding MOS must exist. Once the reservation is made, the personal data is copied to the Recruit file along with reservation information. A series of management reports may then be generated.

b. If an applicant's reservation must be cancelled, the Guidance Counselor enters the cause for cancellation and appropriate cancellation control information. The individual's record is then copied and deleted from the active Recruit file. Management reporting can be performed from the Cancellation file.

c. Data base management processing involves entry, update, and reporting of quota, qualification, distribution and miscellaneous data files. A series of interactive and batch programs are available to the users responsible for data base management processing. Limited audit and change reporting capabilities exist in REQUEST.

d. Miscellaneous report processing capabilities are provided to nearly every user. Each user is allowed to report data or reservations for which the user is responsible. Most reports are fixed format and are executed interactively. However, **ad hoc** report generation and batch processing are available to limited users.

Chapter 3
CHGNG Program

Section I
Program Summary

3–1. Purpose

The CHGNG program allows the user to create a NG Recruit record, to modify an existing NG Recruit record, or to display an existing NG Recruit record. New or changed information is added to the Recruit file.

When modifications are made to an existing recruit record, (other than LOCID, SSN, or NAME), CHGNG will use the original (unmodified) record to decrement the appropriate counters on the following files:

a. Annual file,

b. Quota file – Weekly Limit Record
                        Class Record,

c. BT file, and

d. BAT file.

When creating a record or posting modifications to an existing record, (other than LOCID, SSN, or NAME), CHGNG will increment file counters in the files listed above as well as posting new or changed data to the Recruit file and to the PREVENT file.

If the updates to the files are unsuccessful, a flag will be set and a message displayed to indicate what file has **not** been updated. The user should return to the Modify Record path and make corrections so that the proper updates can be made.

Note. (A PREVENT file update flag is not displayed.)

3–2. Applicability
The CHGNG program is accessed by the following user groups:
   a. National Guard Bureau,
   b. KEYSTONE Branch, and
   c. Accession Management Branch, MILPERCEN.

3–3. Options. CHGNG provides the user with the following options:
   a. Create a National Guard recruit record.
   b. Display one or more National Guard recruit records.
   c. Modify or change factor items in an existing National Guard recruit record.

Note. Certain data items cannot be changed using this function. Change of enlistment type from non–SPLIT to SPLIT is not allowed unless the reservation was made by CHGNG. Enlistment type change NPS to PS or PS to NPS is not allowed unless the reservation was made by CHGNG. An enlistment type change is not allowed if an SP2 record exists for this component.

Section II
Input Requirements

3–4. Data Items
CHGNG requires the user to enter the items described below in table 3–1a.

Table 3–1A
CHGNG input data items.

Field Name	Field Label	Valid Values
Location ID	LOCID (2)	Two–character state abbreviation.
Military Occupational Specialty	MOS (4)	Valid four–digit MOS code.
Social security number	SOC SEC NO (9)	A nine–digit number without spaces or dashes.
Applicant's name	NAME (28)	The applicant's name in last, first, middle initial order.
Sex	SX (1)	M or F.
AIT location	AIT LOC (8)	Valid AIT location.
AIT date	AIT DATE (8)	Start date for advanced individual training in DD/MM/YY format.
U.S. citizenship	CIT (1)	Y or N.
Date of birth	BIRTHDAT	The applicant's date of birth in DD/MM/YY format, including the slashes.
Years of civilian education	EDYRS (2)	The total number of years of education.
Civilian education	EDUC (4)	The type of education corresponding to the four–character code as listed below: NHSG = Non–high school graduate HSSR = High school senior HSDG = High school diploma graduate GEDH = High school equivalency COMP = Certificate of completion ATTN = Certificate of attendance CLEP = First year college equivalence ASSC = Associate degree NURS = Professional nursing diploma BACL = Baccalaureate MAS = Master's degree PMAS = Post master's degree DOCT = Doctorate PROF = Professional certificate of completion.
Valid driver's license	DVRL (1)	Y or N

Table 3–1A
CHGNG input data items.—Continued

Field Name	Field Label	Valid Values
Enlistment type	NGTYPE (4)	NPS = Non–prior service GAS = Civilian acquired skill (NPS) SP1 = Split training phase I SP2 = Split training phase II
Recruiter ID	REC ID (9)	The recruiter's nine digit identification number.
Station credited for reservation	CREDT (4)	The recruiting station's code.
Physical profile	PHY PROF (7)	Valid seven–digit physical profile code.
Color perception	CP (3)	NON = No color discrimination R/G = Red/green discrimination NOR = Normal.
High school math level	MATH (3)	GEN = General ALG = Algebra GEO = Geometry TRI = Trigonometry.
High school science level	SCI (3)	GEN = General BIO = Biology CHE = Chemistry PHY = Physics.
AFQT score	AFQT (3)	Valid between 16 and 100 for males. Valid between 50 and 100 for females.
GT test score	GT (3)	Valid between 1 and 160.
GM test score	GM (3)	Valid between 1 and 160.
EL test score	EL (3)	Valid between 1 and 160.
CL test score	CL (3)	Valid between 1 and 160.
MM test score	MM (3)	Valid between 1 and 160.
SC test score	SC (3)	Valid between 1 and 160.
CO test score	CO (3)	Valid between 1 and 160.
FA test score	FA (3)	Valid between 1 and 160.
OF test score	OF (3)	Valid between 1 and 160.
ST test score	ST (3)	Valid between 1 and 160.
Motor vehicle battery score	MVDB (3)	Valid between 85 and 136.
Reservation date	RESERV (8)	The date on which a reservation was made for the applicant, in DD/MM/YY format.
Enlistment date	ENLIST (8)	The date on which the applicant enlisted, in DD/MM/YY format.
Reception station date	RECEPT (8)	The date of arrival at the RECSTA. Must be within 270 days of the enlistment date.
Shipment date	SHIP DAT (8)	The date on which the applicant is shipped for training. Use DD/MM/YY format.
MOS priority	MOS PRI (2)	The priority code for the MOS.
Prerequisite MOS	PRE MOS (4)	The four–digit code for the prerequisite MOS.
AIT date	AITDATE2 (8)	AIT date for the primary MOS if a prerequisite exists. Use DD/MM/YY format.
Prerequisite location	AIT LOC2 (8)	The code for the prerequisite AIT location. This item appears for MOSs which have prerequisites.
Program procurement number	PPN (3)	Up to three digits. Code for procurement program.
Basic training location	BT LOC (8)	The applicant's basic training location.
Unit identification code	NGUIC	Valid unit identification code.
Order number	ORDER NO (7)	Seven–digit code in XXX–XXX format. Does not exist until orders are published.
ARNG code	GCODE (3)	Up to three digits or letters as prescribed by National Guard Bureau.
Split1 Override	SP1–OVRD	Allows a management user to make a Split2 Reservation if a Split1 Reservation was not made.
Training type	TYP TRN	0 = Formal 1 = Train and Retain 2 = Train and Pass 3 = Train and Pass, Train and Retain

3–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

3–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:
   ENTER PROGRAM NAME, 'LIST' OR 'OFF'
The user enters CHGNG and depresses the carriage return key. The program is now ready to communicate with the user.

   Dynamic Prompt Procedures. CHGNG has a dynamic or variable prompt capability. In terms of required data items in the creation of new records, correction of errors and/or change of data items in existing records, the dynamic prompt determines which data items may not be left blank, which corrections must be made during the initial creation of a record and which can be made later in the same session before a new or modified record is posted.

   CHGNG has two distinct forms for the entry of data under factor labels which were left blank originally or for which invalid values were entered.

   a. Factors in error or left blank.
      ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY FOR DRVL
      XX or blank
      /DRVL/

This type of error causes the program to display the incorrect data or a blank on the line after the message and to print the factor label between slashes on the next line. In the case of multiple errors, several messages will be printed and all the factor labels will be displayed at the end of the error message list. The user should enter valid data values underneath the factor labels and between the slashes. The original incorrect data or blank will be erased and the new value(s) substituted.

   b. Linked factors. YEARS OF EDUCATION (XX) NOT CONSISTENT WITH EDUCATION CODE (XXXX)/YR/EDUC/

Linked factors are factors which have interdependent values and serve as an additional error check. The value for years of education and the education code are examples of linked factors. An applicant cannot have 10 years of education and a college degree (BACL). The prompts for the re–entry of data will appear together, i.e., /YR/EDUC/. Re–enter valid values for both factors. CHGNG will not accept a blank for one part of a linked pair of factors, but will continue to prompt for valid values for both factors.

The dynamic prompt capability allows management to change the format and extent of the record display at any time. For this reason, all samples in the CHGNG procedures and/or figures illustrate possible displays only and are subject to change.

3–6. General procedures

Follow the procedures described below to utilize the three CHGNG functions. The first prompt in CHGNG asks the user to select a function:

Prompt (1): CHGNG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

   CREATE RECORD(C), DISPLAY (D), MODIFY (M), OR END?

Table 3–1B
Procedures to utilize the three CHGNG functions

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter N to create a record for a new applicant. Follow the procedures in paragraph 3–7.	3
Enter D to display a recruit's record.	2
Enter M to modify an existing recruit record. Follow the procedures in paragraph 3–8.	7
Enter E to end the program.	EXIT
2 Depress the carriage return key.	

Prompt (2): CHGNG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

LOCID ID/SOC SEC # OR END

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the LOCID for the record location and the **social security number** of the recruit. The LOCID goes to the left of the slash, the SSN to the right. CHGNG displays the record and repeats this prompt for another LOCID–SSN entry.	2
Enter End to terminate this path.	1
2 Depress the carriage return key.	

3–7. Create New Record procedures

These procedures permit the user to make a reservation. Figure 3–l shows a sample execution of the create function.

Prompt (3): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

LOCID ID/SOC SEC # OR END

Table 3–1C
Procedures that permits the user to make a reservation

Steps	Next Prompt
1 The user should now enter the following response:	
Enter the location identification code where the reservation is to be made, **and the social security number** of the recruit. The LOCID data goes on the left–hand side of the slash, the social security number on the right.	4
Enter End to terminate this path.	1
2 Depress the carriage return key.	

Prompt (4): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
CHGNG prints a blank recruit record, one line at a time. A sample display follows:
SOC SEC #/NAME   / SX / MOS / AIT LOC / AIT DATE / BT DATE / AFQT / GT / GM / EL / CL / MM / SC / CO / FA / OF / ST / PHY PROF / MATH / SCI / CP / RESERV / ENLIST / RECEPT / SHIP DAT / LOCID / MOS PRI / REC ID / NGTYPE / CIT / PPN / PRE MOS / AITDATE2 / AIT LOC2 / BT LOC / EDYRS / EDUC / BIRTHDAT / MVDB / DVRL / NGUIC / ORDER NO / CREDT / GCODE/ SP1–OVRD/

Steps	Next Prompt
1 The user should now enter the following response:	
Enter the appropriate data under factor labels and between the slashes as each line appears.	
2 Depress the carriage return key at the end of each line.	
a. If valid values have been entered for each factor on a line, CHGNG will print the next blank line of the record.	4
b. If invalid values have been entered or blanks left for required factors, error messages will appear. See paragraph 3–5 (Dynamic Prompt Procedures) for correction instructions.	
c. If the data input is complete and valid for all lines.	5

Prompt (5): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE RECORD(C), DISPLAY(D), OK(O) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter O if the record is correct as entered. This OK option must be used after any changes have been made in order to post the changes and resume program processing.	
a. If there are no remaining errors, CHGNG proceeds to the next message and prompt.	
b. If errors remain, messages and data entry prompts will be printed. See paragraph 3–5 for correction instructions.	5
c.If class or training information is required.	11

Table 3–1C
Procedures that permits the user to make a reservation—Continued

Steps	Next Prompt
Enter D to display the recruit record. The record is displayed with changes, if any, and this prompt is repeated.	5
Enter C and depress the carriage return key to change factor value(s) in an existing recruit record. Refer to figure 3–2 for an illustration. The OK option must be used after changes have been made in order to resume processing.	7
Enter E to return to the function selection prompt at the beginning of the program without posting this record (see paragraph 3–6).	1

Prompt (6): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

NEW RECORD SUCCESSFULLY CREATED
WARNING: UPDATING FILE COUNTERS. DO NOT INTERRUPT PROGRAM EXECUTION
(Unsuccessful file updates will generate error messages here.)
SOCIAL SECURITY NO. IS XXXXXXXXX   CCN IS XXXXXXXX
DISPLAY THE RECORD (Y) OR (N)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses depending on conditions.	
– If error messages are displayed, the user should display the record, check the file counter an unsuccessful file update), fields (1 indicates and use the Modify path to correct data.	
Enter Y to display the record. See figure 3–I for a Create Record sample execution.	1
Enter N to bypass the display.	1
2 Depress the carriage return key.	

Prompt (7): CHGNG will print the following prompt on the Create record path A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE ENTIRE RECORD (1) OR BY FACTOR (2)

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter 1** if the record is to be changed extensively. Each line of the record will appear. Make changes under the factor labels as in prompt (4).	4
Enter 2 to change specific factors.	8
2 Depress the carriage return key.	

Prompt (8): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER FACTOR ABBREVIATION:

Steps	Next Prompt
1 The user should now enter the following response:	
Enter the abbreviation of the factor to be changed exactly as it appears in the record. For example: AIT LOC2	9
2 Depress the carriage return key.	

Prompt (9): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Factor Label – example: /AIT LOC2/

Steps	Next Prompt
1 The user should now enter the following response:	
Enter the new value under the factor label.	10
– If factor values are invalid, error messages will appear. See paragraph 3–5 (Dynamic Prompt Procedures) for correction instructions.	
2 Depress the carriage return key.	

Prompt (10): CHGNG will print the following prompt on the Create record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ANOTHER FACTOR (Y) OR (N)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to change another factor.	8
Enter N if all factor changes are complete.	5
2 Depress the carriage return key.	

Prompt (11): CHGNG will print the following prompt on the Create path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

IS THIS FOR AN IN–UNIT CLASS (Y) OR (N)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses for:	
Enter Y if class is IN–UNIT.	12
Enter N if class is **not** IN–UNIT.	6
2 Depress the carriage return key.	

Table 3–1C
Procedures that permits the user to make a reservation—Continued

Steps	Next Prompt
Prompt (12): CHGNG will print the following prompt on the Create path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
ENTER TRAINING TYPE	

1   The user should now enter **one** of the following responses:
     Enter training type
     – If entry is invalid, a message is displayed and this prompt repeated.
2   Depress the carriage return key.
	6

3–8. Modify Record procedures

These procedures permit the user to change specific factor value(s) in a record, or change the entire record.

Prompt (13): CHGNG will print the following prompt on the Modify record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

LOCID/SOC SEC #, OR END (E)?

Table 3–1D
Procedures to change specific factor value(s) in a record, or change the entire record.

Steps	Next Prompt
1 The user should now enter the following response: **Enter the identification code** for the location where the recruit's reservation was made, **and the recruiter's social Security number** (nine digits with no dashes or spaces).	14
If no record is found for the social security number or LOCID, the program prints: NO RECORD (S) FOUND FOR THIS LOCID/SSN.	13
LOCID/SOC SEC NO, OR END (E)? **Enter E** to terminate this path. 2 Depress the carriage return key.	1
Prompt (14): CHGNG will print the following prompt on the Modify path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. If a record matching the LOCID and social security number is found, the program prints:	
'X'RECORD(S) FOUND FOR THIS LOCID/SSN. DISPLAY THE RECORDS (Y) OR (N)?	

1   The user should now enter **one** of the following responses:
     Enter Y to display the record. The Y option displays the recruit's record and proceeds to the next prompt.
     Enter N to bypass the display of the record(s).
2   Depress the carriage return key.
	15
	15

Prompt (15): CHGNG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
ENTER RECORD NUMBER TO BE CHANGED. (This Prompt appears only if these are multiple records.) CHANGE (C), DISPLAY (D), OK (O), OR END (E)? CHANGE (C), DISPLAY (D), OK (O). SPT OVERRIDE (F), OR END (E)? (Management users only will see this prompt.)	

1   Enter the number of the record to be modified. If there is only one record, start with step 2.
2   The user should now enter **one** of the following responses:
     Enter C to change a recruit's record
     Enter D to display the recruit's record.
     Enter E to terminate this path.
     Enter O to confirm changes in the recruit's record.
       – If changes are invalid, CHGNG will display error messages. See figure 3–2 for a sample execution of the Change function.
     Enter F, for management users only, 20 SPT OVERRIDE (F) will be given as an option. This allows management users to make a Split2 reservation even if a Split1 reservation was not made.
3   Depress the carriage return key.
	17
	15
	1
	16
	
	20

Table 3–1D
Procedures to change specific factor value(s) in a record, or change the entire record.—Continued

Steps	Next Prompt

Prompt (16): CHGNG will print the following prompt on the Modify record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

    THIS RECORD WAS SUCCESSFULLY CHANGED
WARNING: UPDATING FILE COUNTERS. DO NOT INTERRUPT PROGRAM EXECUTION.
(Unsuccessful file updates will generate error messages here.)
SSN IS XXXXXXXXX. NEW CCN IS XXXXXXXXX
DISPLAY THE RECORD (Y) OR (N)?

1 The user should now enter one of the following responses depending on the conditions.	
– If error messages are displayed, the user should display the record, check the file counter fields (1 an unsuccessful file update),indicates and use the Modify path to correct data.	
Enter Y to display the record.	1
Enter N to bypass the display.	1
2 Depress the carriage return key.	

Prompt (17): CHGNG will print the following prompt on the Modify record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE ENTIRE RECORD (1) OR BY FACTOR (2)

1 The user should now enter **one** of the following responses:	
Enter 1, if the record is to be changed dramatically: Each line of the record will appear individually for changes.	15
Enter 2 to change a specific factor.	18
2 Depress the carriage return key.	

Prompt (18): CHGNG will print the following prompt on the Modify record path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER FACTOR ABBREVIATION:

1 The user should now enter the following response:	
Enter the factor abbreviation for the factor to be changed. The program will then display the abbreviation between slashes.	
2 **Enter the new factor value under** the abbreviation.	19
3 Depress the carriage return key.	19
– if entered values are valid.	
– if entered values are invalid. See paragraph 3–5 for change procedures.	

Prompt (19): CHGNG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ANOTHER FACTOR (Y) OR (N)?

1 The user should now enter **one** of the following responses:	
Enter Y to change another factor.	18
Enter N if all factor changes are complete.	15
2 Depress the carriage return key.	

Prompt (20): CHGNG will print the following prompt on the Modify path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

/SP1–OVRD/
        'X'

1 The user should now enter **one** of the following responses:	
Enter Y under existing value to override the SP1 requirement.	15
Enter N to negate the override capability.	15
2 Depress the carriage return key.	

```
CREATE RECORD(C), DISPLAY(D), MODIFY(M), OR END?  C
LOCID / SOC SEC NO, OR END(E):
VA          343434343
SOC SEC #  / NAME                        / SX / MOS / AIT LOC / AIT DATE /
343434343    JONES, ED                     M    11B1   JAX        10/9/82
BT DATE / AFQT / GT / GM / EL / CL / MM / SC / CO / FA / OF / ST /
10/9/82    95    111   111   111   111   111   111   111   111   111   111

PHY PROF / MATH / SCI / CP  / RESERV / ENLIST / RECEPT / SHIP DAT /
1111111    GEN    BIO   NOR   10/9/82  10/9/82  10/9/82   10/9/82
LOCID / MOS PRI / REC ID  / NGTYPE / CIT / PPN / PRE MOS / AITDATE2 /
VA        3     111111111   SP1      Y     1      11B1      02/02/83
AIT LOC2 / BT LOC  / EDYRS / EDUC / BIRTHDAT / MVDB / DVRL / NGUIC /
BENN       JAX       16     BACL   10/10/56   111    Y      W8ADAA
ORDER NO / CREDT / GCODE/ SP1-OVRD /
111-111    111     111        N
CHANGE RECORD(C), DISPLAY(D), OK(O) OR END(E)?  O
***NEW RECORD SUCCESSFULLY CREATED***
WARNING:  UPDATING FILE COUNTERS.  DO NOT INTERRUPT PROGRAM EXECUTION.
SOCIAL SECURITY NO. IS 343434343      CCN IS 94436421
DISPLAY THE RECORD (Y) OR (N)?  N
CREATE A NEW RECORD(C), MODIFY(M), CANCEL(C) OR END?  E
```

Figure 3–1. CHGNG Create Record sample execution

```
CREATE RECORD(C), DISPLAY(D), MODIFY(M), OR END?  M

LOCID / SOC SEC#, OR END(E):
AK   AK       133344555
 2 RECORD(S) FOUND FOR THIS LOCID/SSN.

DISPLAY THE RECORDS (Y) OR (N)?  Y


            ---------------
SOC SEC # / NAME                        / SX / MOS  / AIT LOC  / AIT DATE /
133344555    TEST                          F    64C1
BT DATE  / AFQT / GT  / GM  / EL  / CL  / MM  / SC  / CO  / FA  / OF  / ST  /
12/04/85   90    111   111   111   111   111   111   111   111   111   111
PHY PROF / MATH / SCI / CP   / RESERV   / ENLIST   / RECEPT   / SHIP DAT  /
 1111111   GEN    GEN   NOR    04/04/85   04/04/85   08/04/85   04/04/85
LOCID / MOS PRI / REC ID   / NGTYPE / CIT / PPN / PRE MOS / AITDATE2 /
 AK         0     587443509   SP1      Y    O
AIT LOC2 / BT LOC  / EDYRS / EDUC / BIRTHDAT / MVDB / DVRL / NGUIC  /
           DIX       12     HSDG   01/01/61              Y
ORDER NO / CREDT / GCODE / SP1-OVRD / RPLADM / ANNCTR / CQCTR / WQCTR / BTCTR
 000-000      9              N         NON      0        0       0       0
```

Figure 3–2. CHGNG Modify Record (change factor) sample execution

```
BATCTR /
       0              --------------
SOC SEC # / NAME                            / SX / MOS  / AIT LOC  / AIT DATE /
133344555   TEST                              F    71L1            07/06/85
BT DATE  / AFQT / GT  / GM  / EL  / CL  / MM  / SC  / CO  / FA  / OF  / ST  /
           90    111   111   111   111   111   111   111   111   111   111
PHY PROF / MATH / SCI / CP   / RESERV  / ENLIST  / RECEPT  / SHIP DAT  /
 1111111   GEN   GEN   NOR    04/04/85   04/04/85   08/04/85   04/04/85
LOCID / MOS PRI / REC ID   / NGTYPE / CIT / PPN / PRE MOS / AITDATE2 /
 AK         5     587443509    SP2      Y
AIT LOC2 / BT LOC  / EDYRS / EDUC / BIRTHDAT / MVDB / DVRL / NGUIC  /
                     12      HSDG   01/01/60                  Y
ORDER NO / CREDT / GCODE / SP1-OVRD / RPLADM / ANNCTR / CQCTR / WQCTR / BTCTR
 122-032   3A2A    9                  N        NON       0       0       0       0
BATCTR /
       0              --------------

ENTER RECORD NUMBER TO BE CHANGED OR END(E): 🔲1

CHANGE(C), DISPLAY(D), SPT OVERIDE(F), OK(O), OR(E)? 🔲C

CHANGE ENTIRE RECORD(1) OR BY FACTOR(2) 🔲2

ENTER FACTOR ABBREVIATION:
🔲AFQT
AFQT /
🔲67

ANOTHER FACTOR (Y) OR (N)? 🔲N

CHANGE(C), DISPLAY(D), SPT OVERIDE(F), OK(O), OR(E)? 🔲O

*** RECORD WAS SUCCESSFULLY CHANGED. ***


WARNING:  UPDATING FILE COUNTERS.  DO NOT INTERRUPT PROGRAM EXECUTION.

DISPLAY THE RECORD (Y) OR (N)? 🔲N

CREATE RECORD(C), DISPLAY(D), MODIFY(M), OR END(E) 🔲E
```

Figure 3–2. CHGNG Modify Record (change factor) sample execution – continued

Section IV
Output Description

3–9. Output
CHGNG provides the messages and prompts described in the procedures sections, and the following fields on the record display which cannot be changed by the user.

Table 3–2
CHGNG Output description

Field Name	Field Label	Content Description
Annual file counter	ANNCTR	1 = Unsuccessful file update. 0 = Successful file update.
Quota file class record counter	CQCTR	1 = Unsuccessful file update. 0 = Successful file update.
Quota file weekly limits counter	WQCTR	1 = Unsuccessful file update. 0 = Successful file update.
Basic Training file counter	BATCTR	1 = Unsuccessful file update. 0 = Successful file update.
Basic Airborne Training file counter	BTCTR	1 = Unsuccessful file update. 0 = Successful file update.
Contract control number	CCN	The number assigned to the new or modified record on the Recruit file. A new CCN is assigned when a record is created, and when the SSN or LOCID is changed on an existing record.
Replicate Administrative Code	RPLADM	Valid Values: NON or MOD.

3–9A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

3–10. System Errors

The following is a representative list of possible system errors. If any such messages appear, call the KEYSTONE Branch immediately.

1. ERROR IN SUBROUTINE CODE
2. 1D1M–BINARY–INVALID DIMENSION IN BINARY SEARCH
3. LOGIC ERROR–CREDIT NOT ON RECRUIT RECORD (CREDED)
4. LOGIC ERROR–RECRUITER ID NOT ON RECORD (CREDED)
5. LOGIC ERROR–RENO INDICATOR NOT ON RECORD (CREDED)
6. INVALID XXXXXX XXXXXX VALUE (XXXXXX)
7. ERROR–XXXXXX NOT ON RECORD (XXXXXX)
8. UNABLE TO DECODE XXX CODE (XXXXX)
9. FACTOR ABBREV. XXXX XXXX NOT IN DATA DICT (XXXXXX)
10. ERROR – NO TRANSLATION ON DATA DICTIONARY FOR SPECIAL FACTOR – XXXXXXXX
11. PROBLEM VALIDATING XXX XXX (XXXXXX)
12. ERROR: LINE LENGTH IS GREATER THAN 80 IN SUBROUTINE EXTRACT. CALL REQUEST OFFICE
13. SYSTEM ERROR: INVALID NUMBER OR FACTORS PASSED TO GENFIO PLEASE CALL REQUEST OFFICE
   THE INVALID NUMBER OF FACTORS IS XXXX
14. ERROR GETNUMS, INVALID START &END SEARCH ARGUMENTS: XX XX
15. SYSTEM ERROR: FACTOR NUMBER XXXX IS NOT IN THE RECORD DESCRIPTOR ARRAY OR THE ARRAY IS NOT SORTED. PLEASE CALL THE REQUEST OFFICE.
16. SYSTEM ERROR: RECORD DESCRIPTOR RECORD HAS IMPROPER START BIT OR LENGTH IN BITS. CALL REQUEST OFFICE.
   START BIT = XX
   LENGTH IN BITS = XX
   FACTOR NUMBER = XXXX
17. SYSTEM ERROR: LENBIT IS INCORRECT LENGTH FOR THIS FACTOR TYPE.
   TYPE = XXXX.   LENBIT = XXXX.
   PLEASE CALL REQUEST OFFICE.
18. HEXDMP: RECLEN = XXXX
   XXXXXXXX, XXXXXXXX, ...
19. ERROR ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION = XXX
   KEYS (IN HEX) = *ZZZZZZZZ, ZZZZZZZZ*
   RECORD TYPE = XXX

      SPARE VARIABLE X = XXXXXX

      CALL REQUEST OFFICE

20. VSAM ERROR = XXXX ON LUN XXX
21. VMCF ERROR = XXXXXXX FOR LUN XXX
22. NO SINK AVAILABLE FOR LUN XXX
23. **** TRACE BACK ****

      ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS

      XXXX XXX   ZZZZZZZZ   ZZZZZZZZ

24. ERRORS COMMON OVERFLOWED (LODERR)
25. SYSTEM ERROR: NISRCH HAS TAKEN AN ALTERNATE EXIT.

      NIRSCH WAS CALLED

      WITH START POSITION XXXX AND NUMBER OF CHARACTERS XXXX

      PLEASE CALL REQUEST OFFICE

      (This message will be followed by messages numbers 27 and 23)

26. SYSTEM ERROR: PARSE1 CALLED WITH SPOS O, EPOS O, OR EPOS SPOS

      SPOS = XXXX, EPOS = XXXX. PLEASE CALL THE REQUEST OFFICE.

      (This message will be followed by messages numbers 27 and 23)

27. A SYSTEM ERROR HAS BEEN DETECTED IN SUBROUTINE PARS1.

      THE FIELD BEING PROCESSED IS:

      THE START POSITION OF THE FIELD IN THE STRING IS XXXX.

      THE END POSITION OF THE FIELD IN THE STRING IS XX.

      PLEASE CALL THE REQUEST OFFICE

28. ERROR READING XXX XXXX, SUBROUTINE XXXXXX.
29. ERROR: XXXXXX ERROR, SUBROUTINE XXXXXX.
30. SYSTEM ERROR: LINE LENGTH LESS THAN THE MAXIMUM OF THE FACTOR DATA

      I/O LENGTH AND THE FACTOR ABBREVIATION DISPLAY LENGTH.

      THE FACTOR NUMBER IS XXXXXX

      THE FACTOR ABBREVIATION DISPLAY LENGTH IS XXXXXXX

      THE FACTOR DATA I/O LENGTH IS XXXXXX

      THE LINE LENGTH IS XXXXXX.

31. ERROR IN WORD RANGE OF UPDATE – MODE (SIOXX)

      BEGIN WORD: XXXXXX, END WORD: XXXXXX

      NO UPDATE MADE

32. ERROR: ILLEGAL XXXX XXXX PASSED TO SIOXX
33. ERROR: INVALID XXX XX XXXX FOR ACTION XX
34. SYSTEM ERROR IN XXXXXX WHILE RUNNING CHGNG

3–11. Information messages

The following information messages may appear during the operation of CHGNG. There is no action to be taken by the user.

1. NO RECORD (S) FOUND FOR THIS LOCID/SSN.
2. ***ERROR***

      MULTIPLE RECORDS FOUND FOR THIS LOCID/SSN AND THEY ARE NOT SP1 AND SP2

      PLEASE CANCEL THE ERROR RECORD

3. ***ERROR***

      2 RECORDS EXIST FOR THIS LOCID/SSN

      NO MORE RESERVATIONS ALLOWED.

4. ***ERROR***

      ONE RECORD EXISTS FOR THIS LOCID/SSN, IT IS NOT SP1

      NO MORE RESERVATIONS ALLOWED

5. ***ERROR***

      ONE RECORD ALREADY EXISTS FOR THIS LOCID/SSN

      ONLY SP2 RESERVATION CAN BE MADE

6. A SPLIT RESERVATION EXISTS ON LOC: XXXX

      NON SPLIT RESERVATION CANNOT BE MADE

7. INVALID DATA FOR AN SP1 RESERVATION

      CHECK: NONOSUT SHOULD HAVE BT LOC AND BT DATE, OSUT SHOULD HAVE AIT LOC AND

RECSTA–3 = AIT DATE

8. INVALID DATA FOR AN SP2 RESERVATION

CHECK: SHOULD HAVE AIT LOC AND AIT DATE
SHOULD NOT HAVE BT LOC NOR BT DATE
9. ***ERROR***
NEW RESERVATION NOT MADE
A SPLIT1 RESERVATION ALREADY EXISTS FOR THIS SSN
10. ***ERROR***
NEW RESERVATION NOT MADE
A SPLIT2 RESERVATION ALREADY EXISTS FOR THIS SSN
11. ***ERROR***
NEW RESERVATION NOT MADE
A SPLIT1 RESERVATION MUST BE MADE FIRST
12. ERROR: DUPLICATE RECORD ON FILE, THIS RECORD NOT CREATED
13. LOCID MAY NOT BE CHANGED FROM NG TO AR
14. ***ERROR***
SSN = XXXXXXXX ALREADY EXISTS ON LOCID AAA
CHANGE FAILED
15. ***ERROR***
TYPE CHANGE NOT ALLOWED, SP2 EXISTS ON LOCID AAA
16. ***ERROR***
RECORD NOT MADE BY CHGNG
TYPE MAY NOT BE CHANGED TO/FROM SPLIT
17. ***ERROR***
RECORD NOT MADE BY CHGNG
TYPE MAY NOT BE CHANGED FROM NPS TO PS, OR PS TO NPS
18. COLOR PERCEPTION MAY NOT BE LEFT BLANK
19. SPLIT RESERVATION MUST HAVE AN MOS
20. ENLISTMENT DATE CANNOT BE GREATER THAN RECEPTION STATION DATE
21. CHANGE OF UIC NOT ALLOWED
22. ENL DATE/RECSTA DATE/SHIP DATE MAY NOT BE CHANGED
23. RECSTA DATE MAY NOT BE CHANGED FOR THIS TYPE
24. RECRUIT RECORD IS NOT A VERIFIED ACCESSION RECORD
25. RECRUIT RECORD IS NOT A VERIFIED SHIPMENT RECORD
26. RECRUIT IS VERIFIED SHIP
CANNOT UNVERIFY AN ACCESSION BEFORE UNVERIFY SHIP
27. THE RECORD ALREADY EXISTS FOR THIS LOCID/SSN, NON–SPLIT RESERVATION
CAN'T BE MADE.
28. NEW NON–SPLIT RESERVATION NOT MADE, A SPLIT RESERVATION ALREADY EXISTS FOR THIS
SSN.
29. RECORP ALREADY EXISTS FOR THIS SSN: XXXXXXXX
PREVENT FILE NOT UPDATED FOR NEW RECRUIT RECORD
30. WARNING: YOU ARE NOT AN AUTHORIZED USER TO SET THE SP1–OVRD SWITCH TO YES, THE
SP1–OVRD SWITCH IS BEING SET TO NO.
31. THE SP1–OVRD SWITCH IS BEING SET TO NO BECAUSE THE ENLISTMENT TYPE IS NOT SPT1.
32. SHIP DATE MUST BE WITHIN SIX DAYS FROM RECSTA DATE.
33. ENLISTMENT DATE CANNOT BE GREATER THAN TODAY.
34. BT LOCATION NOT ACCEPTED UNTIL SEX IS ENTERED.
35. ***RECORD WAS SUCCESSFULLY CHANGED***
CHANGE OF SSN MADE TO RECORD (S)*
CHANGE OF LOCID MADE TO SPLIT1 AND SPLIT2 RECORDS
36. NON–SPLIT RECORD ALREADY ON THE PREVENT FILE FOR: XXXXXXXX
37. SP1 RECORD ALREADY ON THE PREVENT FILE FOR: XXXXXXXX
38. CANNOT PROCESS SP2 W/O THE SPLIT ONE FOR: XXXXXXXXX
39. CANNOT PROCESS, A SPT2 ALREADY EXISTS FOR THIS SSN: XXXXXXXX
40. RECORD NOT FOUND ON ANNUAL FILE: FY = XX, MOS = XXXX, CTS = XXXXXX.
41. RESERVATION COUNTER WOULD HAVE GONE NEGATIVE, THEREFORE RESERVATION COUNTER
WAS NOT DECREMENTED FOR FY XX, MOS XXXX, CTS XXXX, FOR LOCID XXXX AND SSN
XXXXXXXX.
42. YOU HAVE JUST MADE A SPLIT2 SEASONAL RESERVATION
A MESSAGE IS BEING SENT TO SCHOOLS BRANCH ABOUT THIS RESERVATION.

3–12. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 3–3
Operation Errors

MESSAGE: INVALID LOC ID ENTERED
ACTION: This message is followed by a prompt for the location identification code. Re–enter a valid code.

MESSAGE: XXXXXXXX NOT LINKED TO CREDID XXXX
ACTION: Recruiter and credit identification codes are linked and are interdependent. This message will be followed by data input prompts for both factors. Re–enter valid values for both codes.

MESSAGE: YEARS OF EDUCATION XXXX NOT CONSISTENT WITH EDUCATION CODE XXXX
ACTION: Years of education and education description codes are linked and interdependent. This message will be followed by data input prompts for both factors. Re–enter correct values for both factors.

MESSAGE: WARNING: DATA UNDER THE SLASH IN COLUMN XXX DATA NOT INSIDE SLASHES IS IGNORED
ACTION: There are 80 columns or spaces in a line. Locate the space where data has been entered under a slash. If the data under the slash will make a factor value incorrect, change the entry through the user option prompt by entering C.

MESSAGE: ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY FOR XXXXXXXX/
ACTION: This message will be followed by a data entry prompt. Enter the correct value for the factor cited in the message.

MESSAGE: INVALID RESPONSE
ACTION: Refer to table 3–1a, User options, and make an appropriate response to the prompt.

MESSAGE: ERROR: XXXX IS AN INVALID CREDIT
ACTION: Re–enter a valid credit code, keeping in mind that it is linked to a particular recruiter identification code.

MESSAGE: NUMBER MUST BE BETWEEN XXXXXX AND XXXXXX
ACTION: Re–enter the factor value between the indicated parameters.

MESSAGE: INVALID SOC SEC NUMBER
INVALID LOC ID
ACTION: Either of these messages will be followed by the data entry prompt LOCID/SOC SEC NO or END. Re–enter the data under the appropriate factor labels.

MESSAGE: INVALID FACTOR ABBREVIATION
ACTION: Re–enter the factor abbreviation exactly as it appears in the record display, including any spaces.

MESSAGE: XXXX IS NOT ALLOWED FOR NATIONAL GUARD
ACTION: The education code entered is not acceptable for National Guard enlistment. If the code is correct, the recruit may not be enlisted. If the code is incorrect, re–enter the corrected code.

MESSAGE: FACTOR CANNOT BE CHANGED
ACTION: Make changes only to non–restricted factors.

MESSAGE: RECRUIT (SOC SEC #)/(LOCID) ALREADY EXISTS –MODIFY FAILED
ACTION: The user has entered either the social security number and/or location code of a duplicate record. CHGNG will not accept two records with identical numbers and locations. Start again.

MESSAGE: XXXX IS AN INVALID CREDIT FOR YOUR LOCATION
ACTION: Location and credit codes are interdependent. Re–enter a credit code that is valid for your location.

MESSAGE: FACTOR NOT VALID ON NG RECRUIT RECORD: XXX
ACTION: Check NG recruit record display. Factors to be changed must be on the record and be entered exactly as they appear, including spaces and dashes. Reenter the factor to be changed.

MESSAGE: CANNOT UPDATE RECRUIT FILE, RECORD ALREADY EXISTS
FISCAL YEAR = XX, NOT ON FILE. ANNUAL FILE COUNTER NOT UPDATED

UNABLE TO UPDATE ANNUAL FILE COUNTER.
UNABLE TO UPDATE CLASS RECORD COUNTER.
UNABLE TO UPDATE WEEKLY LIMIT RECORD COUNTER.
UNABLE TO UPDATE BT FILE COUNTER.
RECORD NOT FOUND FOR BAT DATE = XX/XX/XX
BAT FILE NOT DECREMENTED – WOULD BECOME NEGATIVE
UNABLE TO UPDATE BAT FILE COUNTER

ACTION: These messages will appear at the end of the Create or Modify path procedures. The user should display the record, check the

Table 3–3
Operation Errors—Continued

counter fields (a one indicates unsuccessful file update), and return to the Modify path to correct data which caused the unsuccessful file updates. For example, if the BAT file is not updated, the BATCTR field will display a value of one. Check BAT location and date entries on the record and make the necessary corrections.

Chapter 4
FINDIT Program

Section I
Program Summary

4–1. Purpose

The FINDIT program reports recruit information for a user–specified range of reservation dates or ship dates. On the ship date path, only ship verified reservations will be reported. Therefore the ship date range entered must be in the past. On the report–by–reservation–date path, all reservations or in–serve–only reservations can be reported. The FINDIT program searches the NG/AR Recruit file and prints those records that match the user's input specifications.

4–2. Applicability

The FINDIT program is accessed by the following user groups:
  a. USAR Guidance Counselors/Recruiting Battalions,
  b. Recruiting Brigades,
  c. OCAR/FORSCOM CONUSA,
  d. USAREC,
  e. Accession Management Branch,
  f. KEYSTONE Branch,
  g. TRADOC, and
  h. National Guard Bureau.

4–3. Options

FINDIT provides report options which are governed by the location identification and access codes of the user. These options enable the user to set parameters for the report with respect to area (locations). The user will see only those prompts which pertain to the user's particular location ID and/or access. Field users have no location report options.

The Select (S) option enables a management user to report from one to 12 specific locations within a larger area.

Management users have the additional option of choosing a particular Army or Brigade (also referred to as Regional Recruiting Command) to be reported. The specific codes are listed in paragraph 4–4 of this manual.

Time parameters are set by a user–specified range of reservation dates or ship dates.

Section II
Input Requirements

4–4. Data Items

FINDIT requires the user to enter the items described below. Field users enter only the reservation or ship date ranges. Other users will enter data appropriate to the data input prompts, which will vary according to the LOCID and access status of the user. All codes less than ten must be entered with the preceding zero.

(1) Beginning reservation date. Enter the first date in the desired range in DD/MM/YY format, including the slashes. If only the beginning reservation date is entered, the program reports data for that date alone.

(2) Ending reservation date. Enter the last date in the desired range in DD/MM/YY format, including the slashes. If only the end reservation date is entered, the program reports data for all dates on file prior to and including the end date.

(3) Beginning ship date. Enter the date in DD/MM/YY format. Only ship verified reservations are reported, therefore this date must be in the past.

(4) End ship date. Enter the data in DD/MM/YY format. Only ships verified reservations are reported, therefore this date must be in the past.

(5) Enter S to restrict the report to specific location IDS within the user's range of access.

(6) Enter A to report all location IDs (National Guard only).

(7) Enter the appropriate two digit code to report recruits within a particular MUSARC.

(8) Enter the appropriate seven character code to report recruits within a particular GOCOM or UIC.

(9) Enter the appropriate two character code to report recruits within a particular Battalion (also referred to as District Recruiting Command).

(10) Management users with total access use the following codes to report all location IDs within a particular CONUSA or Brigade (also referred to as Regional Recruiting Command).

Table 4–1A
CONUSA Codes

CONUSA Code	Army	Code	Brigade
01	1st Army	01	NERRC
02	2nd Army	03	SERRC
03	3rd Army	04	SWRRC
05	5th Army	05	MWRRC
06	6th Army	06	WRRC
07	Western Command		
08	Alaska		
09	Reserve Europe		

4–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

4–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters FINDIT and depresses the carriage return key. The program is now ready to communicate with the user. Field users will see only two prompt. Other users will see additional prompts determined by the user's location and/or access. Figure 4–1 is a sample execution and report.

4–6. Procedures

Follow the procedures described below to report recruit reservation and enlistment information.

Prompt (1): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SEARCH FOR RECORDS BY RESERVATION (R), SHIP (S) DATES OR END (E)

Table 4–1B
Search for Records by Reservation (R), Ship (S) Dates or End (E)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to report records by reservation date.	2
Enter S to report ship verified records by ship date.	4
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (2): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

BEGINNING RES DATE/ENDING RES DATE

Table 4–1B
Search for Records by Reservation (R), Ship (S) Dates or End (E)—Continued

Steps	Next Prompt
1 The user should now enter one of the following responses: Enter the desired date range directly under the factor labels in DD/MM/YY format.	
2 Depress the carriage return key.	
a. Field users. FINDIT prints the report or an information message, and terminates the program.	EXIT
b. Management users.	3

Prompt (3): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

IN SERVICE ONLY(Y), NO(N) OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter Y to limit the report to in–service personnel.	5
Enter N to report all recruits.	5
Enter E to terminate the program. No report will be printed.	EXIT
2 Depress the carriage return key.	

Prompt (4): FINDIT will print the following prompt on the report by ship date path. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

BEGINNING SHIP DATE/ENDING SHIP DATE

1 The user should now enter the Following response:	
Enter the dates in DD/MM/YY format under the appropriate labels.	
Note: Only ship verified reservations are reported, therefore the dates must be in the past.	
2 Depress the carriage return key.	
a. Field users. FINDIT prints the report or an information message and terminates the program.	EXIT
b. Management user. FINDIT displays area and/or location selection prompts according to the user's access.	
KEYSTONE	5
Other management users	6

Prompt (5): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

    LOCATION ID INPUT –
    HIERARCHY SELECTION
    ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):
    (KEYSTONE)

1 The user should now enter **one** of the following responses:	
(Only for KEYSTONE users)	
Enter F to access FORSCOM information.	6
Enter U to access USAREC information.	6
Enter N to access National Guard information.	6
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (6): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

LOCATION ID INPUT–
(FORSCOM, CONUSA, MUSARC, USAREC, GOCOM, UIC, Brigade, Battalion, National Guard)
(All management users will see one of the following prompts)
ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U),
SELECT (S), OR END (E):
(FORSCOM)
ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(CONUSA)
ENTER ALL (A), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(MUSARC)
ENTER ALL (A), UIC (U), SELECT (S), OR END (E):
(GOCOM)
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (S), OR END (E):
(USAREC)
ENTER ALL (A), BATTALION (T), SELECT (S), OR END (E):
(Brigade)
ENTER ALL (A), SELECT (S), OR END (E):
(Battalion, National Guard)

1 The user should now enter **one** of the following responses:	
Enter A to report all recruits at all locations within the user's access area and previously specified time range. FIN- DIT prints the report or an information message and terminates the program.	EXIT

Table 4–1B
Search for Records by Reservation (R), Ship (S) Dates or End (E)—Continued

Steps	Next Prompt
Enter C, G, M, R, T, or U to report area command or unit records.	7
Enter S to limit the report to specific locations.	8
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (7): FINDIT, depending upon the entry made in prompt #6 above, will display one of the following prompts.

Entry
C   ENTER CONUSA CODE (01–09) OR END (E):
M   ENTER MUSARC CODE (01–99) OR END (E):
G   ENTER GOCOM CODE OR END (E):
U   ENTER UIC CODE OR END (E):
R   ENTER BRIGADE CODE OR END (E):
T   ENTER BATTALION CODE OR–END (E):

1 The user should now enter **one** of the following responses:	
Enter the specific identification code as specified in paragraph 4–4 to report all recruits within the particular Army or Brigade (also known as Region). FINDIT prints the report or an information message and terminates the program.	EXIT
2 **Enter E** to terminate this path without generating a report.	EXIT

Prompt (8): FINDIT will print the following prompt for the S (selected locations) option. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER LOCIDS BETWEEN THE SLASHES
   /   /   /   /   /   /   /   /   /   /   /   /

1 The user should now enter the following responses:	
Enter the specific location identification codes for the locations to be reported. Up to 12 location codes may be entered.	9
2 Depress the carriage return key.	

Prompt (9): FINDIT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MORE LOCIDS (Y) OR (N)?

1 The user should now enter **one** of the following responses:	
Enter Y to enter more location identification codes. Do not repeat any previously entered LOCID.	8
Enter N to indicate the end of LOCID input. FINDIT prints the report or an information message.	EXIT
2 Depress the carriage return key.	

```
SEARCH FOR RECORDS BY RESERVATION (R), SHIP (S) DATES OR END (E) R
BEGINNING RES DATE/ENDING RES DATE
05/11/84


IN SERVICE ONLY YES(Y), NO(N) OR END(E)?
Y
  LOCATION ID INPUT -
  HIERARCHY SELECTION


ENTER FORSCOM(F), USAREC(U), NG(N), OR END(E):
F


ENTER ALL(A), CONUSA(C), MUSARC(M), GOCOM(G), UIC(U), SELECT(S), OR END(E):
M
ENTER MUSARC CODE (1-99) OR END (E):
38



                PERSONNEL DATA-PRIVACY ACT OF 474 (5 USC 552A)

LOCATION 48J
  SOC SEC #  / NAME                         / SX / CREDT / ENLIST  / ARTYPE /
  191919191     SMITH, JOAN                    F    8P4A    19/03/82    IS

  BON / AFQT / EDUC / MOS  / REC ID      / RECEPT  / BT LOC  / MUSARC / UIC#   /
       0              91C    111111111                           10    W8KKAAA
UV CNTL# / HRAP /
5584954

  SOC SEC #  / NAME                         / SX / CREDT / ENLIST  / ARTYPE /
  636363636     HOWARDS, ROGER                 M    8P4A    06/06/79    IS

  BON / AFQT / EDUC / MOS  / REC ID      / RECEPT  / BT LOC  / MUSARC / UIC#   /
       0              64C    222222222                           57    WSOTAAA
UV CNTL# / HRAP /
5628126
```

Figure 4–1. FINDIT execution and report sample.

Section IV
Output Description

4–7. Output

FINDIT provides reservation and enlistment data from recruit records within the user–specified date range, enlistment type and/or location parameters. Figure 4–1 is a sample execution and report. Table 4–1c contains a description of the reported data items.

Note. The current capability of the system enables management to alter the content and format of the FINDIT report at any time. Therefore, Figure 4–1 is a sample report only, and certain data output items in table 4–1c may be added or deleted.

Table 4–1C
FINDIT output data items

Field Name	Field Label	Content Description
Social security number	SOC SEC #	The recruit's nine–digit social security number.
Name	NAME	The recruit's name.
Sex	SX	M = male; F = female.
MOS code	MOS	The Military Occupational Specialty code.
Basic Training location	BT LOC	The recruit's basic training location.
Credit	CREDT	The code designating the station where reservation is credited.
Enlistment date	ENLIST	The date on which the recruit enlisted, in DD/MM/YY format.
Enlistment type	ARTYPE or NGTYPE	The recruit's enlistment type.
Major United States Army Command	MUSARC	MUSARC indicator.
USAR Bonus Indicator	BON	Valid range: AA–Z9
AFQT score	AFQT	Valid between 16 and 100 for males. Valid between 50 and 100 for females.
Civilian education	EDUC	The type of education corresponding to the four–character code as listed below: NHSG = Non–high school graduate HSSR = High school senior HSDG = High school diploma graduate GEDH = High school equivalency COMP = Certificate of completion ATTN = Certificate of attendance CLEP = First year college equivalence ASSC = Associate degree NURS = Professional nursing diploma BACL = Baccalaureate MAS = Master's degree PMAS = Post master's degree DOCT = Doctorate PROF = Professional certificate of completion.
Recruiter ID	REC ID	The recruiter's nine digit identification number.
Reception Station Date	RECEPT	The applicant's reception date, in DD/MM/YY format, including the slashes.
Unit Identification Code Number	UIC #	Valid range: WAAAAAA–W999999.
UV Control Number	UV CNTL #	Valid range: 1000001–9999999
Hometown Recruiter Aid Program	HRAP	Valid values: A, X, Y, T, F, O
Status Obligor	STAOBL	Values: Y or N
Service members primary MOS	SM PMOS	Service Member's primary military occupational specialty code.
Ship date	SHIPDATE	Verified ship date.

4–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

4–8. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. *** TRACE BACK ***
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX

```
     VSAM ERROR RETURN CODE = XXXXXX
   ACTION  CODE = XXX
   KEYS (IN HEX) = ZZZZZZZ, ZZZZZZZ
   RECORD  TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
```

5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH

6. ERROR: READING XXXXX
     : INVALID XXXX INDICATOR IN SUBROUTINE XX
     : XXX NOT FOUND ON XXXX FILE
     : XXXXX ERROR–SUBROUTINE XXXXXX
     : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
     : ILLEGAL XXXX PASSED TO XXXXXX
     : BAD XXXX IN XXXXXX
     : IN XXXXX – XXXXXX
     : CANNOT FIND XXXX ON XXXXXX

7. FATAL: ERROR – XXXXXX

8. SIOXX ERROR: XXXXXX

9. INVALID XXXXX IN SIOXX

10. INVALID VALUE FOR XXXXX IN XXXXXX

11. BAD RETURN FROM XXXX IN XXXXXX

12. PROBLEM WITH XXXX XXXX RECORD
       VALIDATING XXXXXX IN XXXXXX
       READING XXXXXXX
       IN XXXXXX

13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – XXXXXX
        DECODE XX TYPE XXXXXX

14. VSAM ERROR = XXXX ON LUN XXX

15. VMCF ERROR = XXXXXX FOR LUN XXX

16. NO SINK AVAILABLE FOR LUN XXX

17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX

18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)

19. LOGIC ERROR: XXXXXX XXXXX

20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)

21. THIS OPTION NOT AVAILABLE AT THIS TIME
   ACTION IS XXXX

22. NO XXXXXX FOUND IN XXXXX

23. XXXXXX RECEIVED BY XXXX IS INCORRECT

24. $CTS ERROR IN XXXX ROUTINE

4–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 4–2
Operation Errors

MESSAGE: ENDING RES DATE IS BEFORE BEGINNING RES DATE, RE–ENTER
ACTION: This message is followed by the data entry prompts for the range of dates to be searched. Re–enter both dates with the early date under the first space and the late date under the second space.

MESSAGE: INVALID RESPONSE

Table 4–2
Operation Errors—Continued

ACTION: The user has made an inappropriate response to a prompt. The prompt will be repeated. Enter a valid response from the choices given in the prompt.

MESSAGE: CHARACTER UNDER SLASH, RE–ENTER LINE
ACTION: The prompt for the entry of LOCID will reappear. Make the data entries in the spaces between the slashes.

MESSAGE: CODE INVALID, RE–ENTER
ACTION: The user has entered an invalid code. Paragraph 4–4 lists valid codes for Army and Regional designations. Re–enter a valid code.

MESSAGE: ERROR: YOU DO NOT HAVE ACCESS TO LOCID
ACTION: The user has entered a location ID to which the user does not have access. Enter another location identification code.

Chapter 5
Frozen Program

Section I
Program Summary

5–1. Purpose
The FROZEN program reports the status of MOS quotas from the Annual files. For each component, enlistment category, and SEX specified by the user, the program generates MOS codes for which the quota has been met, the quota has been 'frozen' (the quota is temporarily closed to further reservations) and/or the quota is unavailable at the time of the report. The user can only generate a FROZEN report for the current and/or the next fiscal year.

5–2. Applicability
The FROZEN program is accessed by the following user groups:
  a. Accession Management Branch, MILPERCEN
  b. KEYSTONE Branch
  c. National Guard Bureau
  d. National Guard State Headquarters/MEPS Guidance Counselors

Section II
Input Requirements

5–3. Data Items
FROZEN requires the user to enter the items described below in table 5–1.

Table 5–1
FROZEN input data items

Field Name	Field Label	Valid Values
National Guard	NG	Enter NG to obtain a report on the status of MOS quotas in the National Guard. Enter AA for an Active Army report, or AR for an Army Reserve report.
Active Army	AA	
Army Reserve	AR	
Fiscal year	FY	Enter the last two digits of the current or upcoming fiscal year, or 'ALL'.
Category	CATEGORY	Enter one of the following enlistment category abbreviations: TOT = Status for one specified Army component ALL = All the enlistment type or enlistment type/sex statuses for the National Guard NPS = Non–Prior service IS = In–Service RET = Retraining SP1 and SP2 = Non–Prior service with split training option, BT and AIT.

5–3A. (Title not used)

Paragraph not used.

Section III
Program Operation

5–4. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters FROZEN and depresses the carriage return key. The program is now ready to communicate with the user.

5–5. Procedures

Follow the procedures described below to obtain reports on the status of MOS quotas for user–specified enlistment categories. See figure 5–1 for a sample execution.

Table 5–2
Procedures to obtain reports on the status of MOS quotas for user–specified enlistment categories

---

FROZEN: AA, AR, NG, OR END
USER:
1. Enter AA for an Active Army report, AR for an Army Reserve report, or NG for a National Guard report.
2. Enter END to terminate the FROZEN program.
3. Depress the carriage return key.

FROZEN: FY/CATEGORY/SEX OR END (E)
USER:
1. Enter the last two digits of the current or upcoming fiscal year under FY. Enter the desired category code under CATEGORY and SEX. Do not enter data directly under the slash.
2. Enter E to return to the initial prompt.
3. Depress the carriage return key.

FROZEN: Prints a report on the status of MOS quotas as specified by the user. When report is completed, FROZEN prompts:
AA, AR, NG, OR END
USER:
1. Enter NG to obtain another National Guard report, or E to end the program.
2. Depress the carriage return key.

AA, AR, NG OR END ?

`NG`

FY /CATEGORY/SEX OR END (E)
`84` `SP2`   `F`

FISCAL YEAR 84

THE FOLLOWING MOS CODES HAVE NO PROGRAM:

SP2F

```
11B1   11J1   02B1   02C1   02D1   02E1   02F1   02G1   02H1   02I1
02J1   02K1   02L1   02M1   02N1   02S1   02T1   05BP   05B1   05CP
05C1   05D1   05G1   05K1   09K1   09S1   09W1   11H1   11M1   11QP
 .      .      .      .      .      .      .      .      .      .
 .      .      .      .      .      .      .      .      .      .
 .      .      .      .      .      .      .      .      .      .
98GA   98GB   98GC   98GD   98GE   98GG   98GH   98GJ   98GK   98GL
98GM   98GP   98GQ   98GR   98GS   98GV   98G0   98G1   98G2   98G3
98G4   98G5   98G7   98G8   98G9   98J1   99T1   99T2   99X9
```


THE FOLLOWING MOS CODES ARE CURRENTLY CLOSED:

SP2F

```
26Q1   36E1   41E1   68B1   71C1   93F1
```

THE FOLLOWING MOS CODES HAVE MET THEIR ANNUAL PROGRAM:

SP2F

```
03C1   05H1   11B1   11C1   16F1   26B1   26K1   26L1   27E1   31E1
31M1   31N1   31S1   31T1   32H1   34B1   36K1   43M1   44B1   51G1
51M1   57E1   57H1   63D1   63G1   63Y1   67N1   67T1   68H1   71D1
71N1   71R1   73D1   75C1   81B1   81E1   91B1   91E1   91P1   93J1
```
   AA,AR, NG OR END ?
   `E`

Figure 5–1. FROZEN sample execution for field users

```
AA, AR, NG OR END ?

NG

FY /CATEGORY/SEX OR END (E)
84      TOT


                        FISCAL YEAR 84

                THIS FROZEN REPORT GIVES AVAILABILITY
                OF THRU TICKET (MOS) REQUIREMENTS ONLY.
                   AVAILABILITY OF PHASE 1 & PHASE 2
                   REQUIREMENTS MAY BE DETERMINED BY
                SELECTING AN 'ALL'. 'SP1'. OR 'SP2' REPORT.


        THE FOLLOWING MOS CODES HAVE NO PROGRAM:
            (ADJ.ORIG. = 0. STATUS = Y OR N)

        00J1    02B1    02C1    02D1    02E1    02F1    02G1    02H1    02T1    02J1
        02K1    02L1    02M1    02S1    02T1    05BP    05B1    05CP    05C1    05D1
        05G1    05K1    09R1    09S1    09W1    11H1    11M1    11QP    11S1    11XD
          .       .       .       .       .       .       .       .       .       .
          .       .       .       .       .       .       .       .       .       .
          .       .       .       .       .       .       .       .       .       .
        98GH    98GJ    98GK    98GL    98GM    98GP    98GQ    98GR    98GS    98GV
        98G0    98G1    98G2    98G3    98G4    98G5    98G6    98G7    98G8    98G9
        98J1    99T2    99X9

        THE FOLLOWING MOS CODES ARE CURRENTLY CLOSED:
            (FILL LT 100%. STATUS = N)

        26Q1

        THE FOLLOWING MOS CODES HAVE MET THEIR ANNUAL PROGRAM:
            (FILL GE 100%. STATUS = Y OR N)

        05H1    11B1.   11C1    26L1    27E1    31M1    31S1    32H1    34B1    44B1
        57H1    67T1    71R1    81B1    81E1    91E1    91P1


        AA, AR, NG OR END ?
        END
```

Figure 5–2. FROZEN sample report for Army management users

Section IV
Output Description

5–6. Output
FROZEN provides no output beyond that described in Section III. Management reports have subheading in parentheses which refer to Annual file quota and status information. See figures 5–1 and 5–2 for sample reports.

5–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

5–7. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the REQUEST/RETAIN Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. ****TRACE BACK****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL REQUEST/RETAIN BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX PLEASE CALL REQUEST/RETAIN BRANCH
6. ERROR: READING XXXXX
    : INVALID XXXX INDICATOR IN SUBROUTINE XX
    : XXX NOT FOUND ON XXXX FILE
    : XXXXX ERROR–SUBROUTINE XXXXXX
    : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
    : ILLEGAL XXXX PASSED TO XXXXXX
    : BAD XXXX IN XXXXXX
    : IN XXXXX – X XXXXX
    : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – XXXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)

21. THIS OPTION NOT AVAILABLE AT THIS TIME
ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

5–8. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 5–3
Operation Errors

MESSAGE: ERROR – FISCAL YEAR NOT ON FILE
ACTION: Enter the last two digits of the current or upcoming fiscal year.
Example: to obtain reports for fiscal year 1982, enter 82 under FY.

MESSAGE: ERROR – INVALID CATEGORY
ACTION: The user has entered an invalid category code. Enter category code TOT, NPS or IS under CATEGORY.

MESSAGE: ERROR – INVALID VALUE FOR SEX OR INVLID COMBINATION OF CATEGORY/SEX
ACTION: The user has entered either an invalid value for sex or an invalid combination of enlistment category and sex for the specified component. Re–enter valid values which are listed in Table 5–1.

Chapter 6
Help Program

Section I
Program Summary

6–1. Purpose
The HELP program issue explanatory reports on the purpose and functions of new or updated programs specified by the user. It also lists any old programs replaced by the new programs. The programs accessed by the HELP module are REQUEST programs which have been added on updated due to the MOS Match Module enhancement.

6–2. Applicability
The HELP program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. National Guard Bureau
  c. State National Guard Headquarters

6–3. Functions
HELP has one function, which is to provide the user with information about the purpose and operation of new or updated REQUEST programs. This information includes a list of the old programs replaced by the new program.

6–4. Options
HELP provides the user with the following options:
  Instructions. The user may enter I to receive instructions on how to use the HELP program. These instructions also explain the function of the HELP module, and discuss two enhancements to the REQUEST System: dynamic prompt capability and linked factors. See figure 6–1 for a sample execution I command.
  Program Name. The user may enter the name of a program to receive an explanation of the program's purpose, functions, and the name(s)of the program(s) it replaces.
  End. The user may enter E to end the HELP program.

Section II
Input Requirements

6–5. Data Items
HELP requires the user to enter I, for instructions, or the name of the program for which help is desired. No other input is required.

6–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

6–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters HELP and depresses the carriage return key. The program is now ready to communicate with the user.

6–7. Procedures
Follow the procedures described below to receive an explanation of the purpose and functions a specific new or updated REQUEST program. The only prompt in the HELP program is:

Table 6–1
Procedures to receive an explanation of the purpose and functions a specific new or updated REQUEST program

HELP: ENTER INSTRUCTIONS (I), PROGRAM NAME, OR END (E):
USER:
1. Enter I or HELP to generate an explanation of, and instructions for, the HELP program. These instructions discuss some enhancements to the REQUEST System. See figure 6–1. After the instructions are printed, HELP will return to the prompt above.
2. Enter the name of a new or updated REQUEST program to receive an explanation of its purpose and functions. See figure 6–2 for a sample HELP report. After the report is printed, HELP will return to the prompt above.
3. Enter E to end the HELP program.
4. Depress the carriage return key.

```
ENTER INSTRUCTIONS (I), PROGRAM, OR END (E):
I
WELCOME TO THE HELP MODULE!  IT IS DESIGNED TO ASSIST YOU IN THE CHANGEOVER
FROM THE REQUEST SYSTEM TO THE MOS MATCH MODULE ENHANCEMENT.  SINCE SOME
PROGRAMS HAVE REMAINED THE SAME, SOME HAVE BEEN ELIMINATED, SOME HAVE HAD NAME
CHANGES, AND SOME NEW PROGRAMS HAVE BEEN ADDED, IT IS ADVISABLE TO RESPOND TO
THE FIRST PROMPT - ENTER PROGRAM NAME, LIST OR OFF - BY ENTERING LIST SO THAT
YOU WILL BE FAMILIAR WITH THE PROGRAM NAMES AVAILABLE.  WHEN A PROGRAM NAME IS
ENTERED IN THIS HELP MODULE, THE PURPOSE AND FUNCTIONS OF THE PROGRAM AS WELL
AS A LIST OF THOSE PROGRAMS, IF ANY, WHICH HAVE BEEN REPLACED BY THIS ONE, IS
GIVEN TO INTRODUCE YOU TO THE PROGRAM.  TO BETTER UNDERSTAND HOW THE HELP
MODULE CAN ASSIST YOU, A REVIEW OF ALL ITS PROMPTS AND RESPONSE OPTIONS FOLLOW.
```

Figure 6–1. HELP Information sample

```
TERMINAL:    ENTER PROGRAM NAME, LIST OR OFF
USER:           1.    ENTER THE NAME OF THE REQUEST/MMM PROGRAM DESIRED AND
                      DEPRESS THE CARRIAGE RETURN KEY.  THIS RESPONSE BYPASSES
                      THE HELP MODULE AND THE PROMPT IMMEDIATELY BELOW, AND
                      PERMITS THE USER TO BEGIN PROCESSING PROGRAM DATA.
                2.    ENTER LIST TO SEE WHICH PROGRAMS ARE AVAILABLE.  THE HELP
                      MODULE IS INCLUDED.  DEPRESS THE CARRIAGE RETURN KEY.
                3.    ENTER HELP IF ASSISTANCE IS NEEDED AND DEPRESS THE CARRIAGE
                      RETURN KEY.
                4.    ENTER OFF TO GET OUT OF THE SYSTEM AND DEPRESS THE CARRIAGE
                      RETURN KEY.

TERMINAL:    INSTRUCTIONS (I), PROGRAM NAME OR END (E)?
             THIS PROMPT APPEARS IF THE USER HAS ENTERED THE HELP MODULE.
                1.    ENTER I TO SEE INSTRUCTIONS ON THE USE OF THE HELP MODULE
                      AND DEPRESS THE CARRIAGE RETURN KEY.
                2.    ENTER A SPECIFIC PROGRAM NAME AND DEPRESS THE CARRIAGE
                      RETURN KEY.  THE HELP MODULE IS STILL IN OPERATION.  THE
                      PURPOSE AND FUNCTIONS OF THE PROGRAM ENTERED WILL APPEAR
                      ALONG WITH A LIST OF THOSE PROGRAMS, IF ANY, WHICH HAVE
                      BEEN REPLACED BY THIS ONE.
                3.    ENTER E TO GET OUT OF THE SYSTEM AND DEPRESS THE CARRIAGE
                      RETURN KEY.

TERMINAL:    ENTER PROGRAM NAME, LIST OR OFF
USER:           1.    ENTER PROGRAM NAME AND DEPRESS THE CARRIAGE RETURN KEY.
                      THE USER IS NO LONGER IN THE HELP MODULE.
                2.    ENTER LIST TO SEE WHICH PROGRAMS ARE AVAILABLE AND DEPRESS
                      THE CARRIAGE RETURN KEY.
                3.    ENTER OFF TO GET OUT OF THE SYSTEM AND DEPRESS THE CARRIAGE
                      RETURN KEY.
```

DYNAMIC PROMPT CAPABILITY

PROGRAMS NOW HAVE A DYNAMIC PROMPT CAPABILITY THAT ALLOWS MANAGEMENT TO VARY
THE FORMAT AND CONTENT OF RECORD DISPLAYS AND REPORT OUTPUT. THIS CAPABILITY
ALSO CONTROLS THE REQUIREMENTS REGARDING FACTOR ENTRY FOR EACH PROGRAM. THESE
REQUIREMENTS MAY VARY ACCORDING TO THE PROGRAM BEING EXECUTED AND THE TYPE OF
RECORD AND/OR APPLICANT BEING PROCESSED. ERRORS IN ENTRY VALUES OR BLANKS OF
REQUIRED DATA PRODUCE MESSAGES AND RE-ENTRY PROMPTS AT VARIOUS PLACES IN
PROGRAM EXECUTION.

LINKED FACTORS

A SPECIAL ERROR CHECK PERTAINS TO LINKED FACTORS, I.E., TWO FACTORS WHOSE
VALUES ARE INTERDEPENDENT. ERROR MESSAGES WILL SPECIFY BOTH FACTORS AND
PRODUCE PAIRS OF RE-ENTRY PROMPTS. PROGRAMS WILL NOT ACCEPT A BLANK FOR ANY
ONE OF A PAIR AND WILL CONTINUE TO PROMPT FOR SATISFACTORY VALUES.

```
ENTER INSTRUCTIONS (I), PROGRAM NAME, OR END (E):
E
```

Figure 6–1. HELP Information sample – continued

ENTER INSTRUCTIONS (I), PROGRAM NAME, OR END (E):
FROZEN
PROGRAM NAME: FROZEN
PURPOSE: TO REPORT THE STATUS OF MOS QUOTAS FROM THE ANNUAL FILES.
FOR EACH COMPONENT AND ENLISTMENT CATEGORY SPECIFIED BY THE USER, THE PROGRAM
GENERATES MOS CODES FOR WHICH THE QUOTA HAS BEEN MET, THE QUOTA HAS BEEN
FROZEN (THE QUOTA IS TEMPORARILY CLOSED TO FURTHER RESERVATIONS) AND/OR THE
QUOTA IS UNAVAILABLE AT THE TIME OF THE REPORT.

FUNCTIONS:

     REPORT. FROZEN ALLOWS THE USER TO GENERATE A REPORT FOR THE CURRENT OR
THE NEXT FISCAL YEAR. THIS REPORT GIVES THE STATUS OF MOS QUOTAS FOR A
USER-SPECIFIED ENLISTMENT CATEGORY WITHIN ONE OF THE THREE MAIN ARMY
COMPONENTS: ACTIVE ARMY, ARMY RESERVE, OR NATIONAL GUARD.

FROZEN REPLACES:

AAFROZ   ARFROZ   NGFROZ   FYFROZ
RPFROZ
ENTER INSTRUCTIONS (I), PROGRAM NAME, OR END (E):
UNSOLD
PROGRAM NAME: UNSOLD
PURPOSE: TO PROVIDE THE USER WITH A REPORT OF RECRUITS WITH
CANCELLED RESERVATIONS - MADE ON SPECIFIC DATES, OF ONLY PRIOR SERVICE MADE ON
SPECIFIC DATES, OR FOR SPECIFIC SOCIAL SECURITY NUMBER. A SUMMARY REPORT IS
ALSO AVAILABLE LISTING ALL CANCELLATION REASONS FOR SPECIFIED DATA FOR EITHER
DRCS OR CREDITS.

FUNCTIONS:

A. REPORT. UNSOLD PRODUCES A RECRUIT RESERVATION CANCELLATION LIST PROVIDING
USER OPTIONS FOR ALL CANCELLATIONS FOR A SPECIFIED DATE, AND FOR PRIOR SERVICE
CANCELLATIONS.. A SUMMARY REPORT MAY BE REQUESTED OF ALL CANCELLATION REASONS
FOR USER ENTERED SPECIFICATIONS. IF THE USER CHOOSES ALL CANCELLATIONS. IT
IS POSSIBLE TO HAVE THE REASON FOR CANCELLATION LISTED ALONG WITH THE
RECEPTION STATION DATE. CANCELLATIONS ARE LISTED IN RANDOM ORDER. IF ONLY
PRIOR SERVICE RECRUITS ARE TO BE INCLUDED, THE USER MAY HAVE THEM PRINTED IN
ORDER OF UNIT AND MOS CODE, NAME, OR MOS CODE AND AIT DATE, OR HAVE A REPORT
PRINTED FOR EACH DIFFERENT TYPE OF ORDER.

B. SEARCH. UNSOLD ALLOWS THE USER TO SPECIFY A LOCATION ID AND SOCIAL
SECURITY NUMBER FOR WHICH THE PROGRAM SEARCHES THE CANCELLATION FILE AND
PRINTS A REPORT.

UNSOLD HAS BEEN SLIGHTLY MODIFIED FOR THE MMM ENHANCEMENT.

ENTER INSTRUCTION (I), PROGRAM NAME, OR END (E):
E

Figure 6–2. Sample HELP reports

Section IV
Output Description

6–8. Output
HELP provides an explanatory report for specific new and updated programs. This explanation includes a discussion of the purpose and function of the program requested, and lists the program(s)it replaces. See figure 6-1 for a sample execution.

6–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

6–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. ****TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X   XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX

11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
     ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

6–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 6–2
Operation Errors

MESSAGE: HELP IS NOT AVAILABLE FOR THIS PROGRAM
ACTION: This is an information message. The user has entered the name of a program for which no HELP information has been written.

Chapter 7
SPTLIN Program

Section I
Program Summary

7–1. Purpose
The SPTLIN program generates a report to help predict the number of AIT spaces that will be needed in the future. The program does this by searching the recruit file for Split Training reservations with RECSTA dates 14 months prior to a future AIT date which the user specifies. SPTLIN does not take into account the added AIT seats that will be necessitated by new recruits.

SPTLIN collects the data the user enters and runs a batch program. The batch program will produce the desired report on a high speed printer. SPTLIN does not generate any report online at the terminal. See Appendix A for information on the batch processing mode.

7–2. Applicability
The SPTLIN program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. OCAR, and
  c. Accession Management Branch.

7–3. Options
SPTLIN provides the user with the following options which are governed by the location ID and access code of the user. These options enable the user to set parameters for the report in respect to time (date), area (location), and component (NG or AR). The user will see only those prompts which pertain to the user's particular location ID and/or access.

The time parameters are set by the user–specified AIT dates. This is the only option available to the field user.

The user may limit the report to the National Guard or the Army Reserve. The Both (B) option provides a report of future AITs in both components.

The Select(s)option enables a management user to report from one to twelve specific locations within a larger area.

Management users have the additional option of choosing the USAREC or FORSCOM Hierarchy and generating reports by: 1) Brigade, Battalion, selected LOCIDs, or all LOCIDs within the USAREC chain of command; 2) CONUSA, MUSARC, GOCOM, UIC, selected LOCIDs or all LOCIDs within the FORSCOM chain of command.

Section II
Input Requirements

7–4. Data Items
SPTLIN requires the user to enter the items described below. Field users enter only the first item. Other users will enter data appropriate to the data input prompts which will vary according to the LOCID and access status of the user.

(1)Enter S to restrict the report to one to twelve LOCIDS within the user's range of access.
(2)Enter A to report data for all LOCIDs.
(3)Enter the appropriate two–digit codes to report recruits to within a particular MUSARC.
(4)Enter the appropriate two–digit codes to report recruits within a particular CONUSA.
(5)Enter the appropriate seven–character codes to report recruits with a particular UIC or GOCOM.
(6)Enter the appropriate three digit code to report recruits within a particular Battalion.
(7)Enter the appropriate digit, one through six, to report recruits within a particular Brigade.
(8)Begin MOS/end MOS. Enter two MOSs separated by a slash. The first MOS must be of lower numeric and alphanumeric value than the second MOS.
(9)Enter ALL to report data for all MOSs.
(10)Range of AIT dates. Enter the desired dates in MM/YY–MM/YY format, including the dash. These dates must be at least two months and not more than 36 months in the future. If the dates entered do not fall on Fridays SPTLIN will automatically move them up to the next Friday.

7–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

7–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters SPTLIN and depresses the carriage return key. The program is now ready to communicate with the user. Field users will see only the first prompt. Other users will see additional prompts determined by the user's location and/or access. Figure 7–1 is a sample execution and report.

7–6. Procedures
Follow the procedures described below to generate a report, to be run in batch, of the predicted number of AIT spaces needed for a particular time frame.

Table 7–1A
Procedures to generate a report, to be run in batch, of the predicted number of AIT spaces needed for a particular time frame

SPTLIN: NG(N), AR(A), BOTH(B) OR LOCID(L)
USER:
1. Enter N to receive a report of the projected number of National Guard AIT classes needed.
2. Enter A to generate a report of the projected number of Army Reserve AIT classes needed.
3. Enter B to generate a report of the projected number of AIT classes needed in both the National Guard and the Army Reserve.
4. Enter L to receive a report of the predicted number of AIT classes needed for the user's location ID.
5. Depress the carriage return key and proceed to the next prompt.

USER:
(The user will see one of the following prompts)

Table 7–1A
Procedures to generate a report, to be run in batch, of the predicted number of AIT spaces needed for a particular time frame—Continued

LOCATION ID INPUT –
   HIERARCHY SELECTION
ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):
(KEYSTONE)
LOCATION ID INPUT –
(FORSCOM; CONUSA, MUSARC, USAREC, GOCOM, UIC, Brigade, Battalion, National Guard)

USER:
(Only KEYSTONE users must respond to this prompt.)
1. Enter F and depress the carriage return key to access FORSCOM information.
2. Enter U and depress the carriage return key to access USAREC information.
3. Enter N and depress the carriage return key to access National Guard information.
4. Enter E and depress the carriage return key to terminate the program.

USER:
(The user will see one of the following prompts)
ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U),
SELECT (S), OR END (E):
(FORSCOM)
ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(CONUSA)
ENTER ALL (A), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(MUSARC)
ENTER ALL (A), UIC (U), SELECT (S), OR END (E):
(GOCOM)
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (S), OR END (E):
(USAREC)
ENTER ALL (A), BATTALION (T), SELECT (S), OR END (E):
(Brigade)
ENTER ALL (A), SELECT (S), OR END (E):
(Battalion, National Guard)

USER:
1. Enter A and depress the carriage return key to report all recruits at all locations within the user's access area and previously specified Reception Station date. SPTLIN prints the report or an information message and terminates the program.
2. Enter C, G, M, R, T, or U and depress the carriage return key. Proceed to the next prompt to indicate the desired code.
3. Enter S and depress the carriage return key to limit the report to from one to 12 specific locations. Skip the next prompt.
4. Enter E and depress the carriage return key. SPTLIN terminates the program.

USER:
(Depending upon the entry made in the prompt above, the user will see one of the, following prompts)
Entry
C   ENTER CONUSA CODE (1–9) OR END (E):
M   ENTER MUSARC CODE (1–99) OR END (E):
G   ENTER GOCOM CODE OR END (E):
U   ENTER UIC CODE OR END (E):
R   ENTER BRIGADE CODE OR END (E):
T   ENTER BATTALION CODE OR END (E):

USER:
1. Enter the specific identification code as specified in paragraph 49–4 and depress the carriage return key to obtain a report of all recruits within the particular Army or Brigade (also referred to as Region) for the Reception Station date specified. All numbers less than ten must be preceded by a zero. SPTLIN prints the report or an information message and terminates the program.
2. Enter E and depress the carriage return key. The user will be returned to the last prompt received.

SPTLIN: ENTER LOCIDS BETWEEN THE SLASHES
/ / / / / / / / / / / /
USER:
1. Enter the specific identification codes for the locations to be reported. Up to 12 location codes may be entered.
2. Depress the carriage return key.

Table 7–1A
Procedures to generate a report, to be run in batch, of the predicted number of AIT spaces needed for a particular time frame—Continued

SPTLIN: ENTER MORE LOCIDS(Y) OR (N)?
USER:
1. Enter Y to enter more identification codes, depress the carriage return key and return to the previous prompt. Do not repeat the previously entered identification codes.
2. Enter N and depress the carriage return key to indicate that no more locations are to be reported.

SPTLIN: SPTLIN: BEGIN MOS/END MOS OR 'ALL' OR 'END':
USER:
1. Enter two MOSS separated by a slash to define the range of MOSS for the report.
2. Enter ALL to generate a report of the projected number of AIT slots for all MOSS within the user's access area. Do not include the slashes.
3. Enter END to terminate the program. Do not include the slashes.
4. Depress the carriage return key.

SPTLIN: ENTER RANGE OF AIT DATES (MM/YY – MM/YY OR/END/:
USER:
1. Enter the dates (month and year only), separated by a dash, which are to define the time parameters of the report.
2. Enter END to terminate the program. Do not include slashes.
3. Depress the carriage return key.

SPTLIN: RUN JOB NOW(N) DELAY IT(D) OR CANCEL IT(C)
USER:
1. Enter N to have the batch program, SPTBAT, run immediately with the data the user entered in SPTLIN. The report will be printed as soon as possible.
2. Enter D to have the batch program, SPTBAT, run during the hours between midnight and eight a. m. SPTBAT will use the data the user entered in SPTLIN.
3. Enter C to cancel the batch job set up in this program. SPTLIN will print a message to indicate that the job will not be run and will end. Do not proceed to the next prompt.
4. Depress the carriage return key.

SPTLIN: OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER
USER: The report will be produced on the remote printer associated with the user's location ID. If the user does not have a valid location ID the report will not be printed. Figure 7–1 is a sample run of SPTLIN. Figure 7–2 is a sample SPTBAT report.

```
THE PROGRAM SUBMITS MANAGEMENT REPORT OF SPT BT RESERVATIONS USED IN PROJECTION

NG(N),AR(A),BOTH(B),OR LOCID(L)?A
LOCATION ID INPUT –
HIERARCHY SELECTION

ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):  F
ENTER ALL(A), CONUSA(C), MUSARC(M), GOCOM(G), UIC(U), SELECT(S), OR END(E):  M
ENTER A MUSARC (1-99), END (E):  43
BEGIN MOS/END MOS OR 'ALL' OR 'END':11B1/35E1
ENTER RANGE OF AIT DATES (MM/YY-MM/YY) or 'END':6/83
RUN JOB NOW(N), DELAY IT(D), OR CANCEL IT(C)?N
RUN FILE 4511  TO UZK089  COPY 001  NOHOLD
OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER
```

Figure 7–1. SPTLIN sample run

MOS	SEX	TOTAL	JUN

LOCATION ID 10

| 19E1 | M | 1 | 1 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
1	1	

LOCATION ID 11

| 19D1 | M | 1 | 1 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
1	1	

LOCATION ID 12

| 11C1 | M | 1 | 1 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
1	1	

LOCATION ID 14

| 11B1 | M | 2 | 2 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
2	2	

LOCATION ID 19

| 12B1 | M | 1 | 1 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
1	1	

LOCATION ID 20

| 11H1 | M | 1 | 1 |
| | F | 0 | 0 |

		TOTALS BY LOCATION ID
1	1	

Figure 7–2. SPTLIN sample report – continued

```
LOCATION ID 21
--------------
31V1      M               1          1
          F               0          0

                                     TOTALS BY LOCATION ID
                                1          1

LOCATION ID 22
--------------
11B1      M               3          3
          F               0          0
12B1      M               1          1
          F               0          0

                                     TOTAL BY LOCATION ID
                                4          4

LOCATION ID 24
--------------
17K1      M               1          1
          F               0          0

                                     TOTAL BY LOCATION ID
                                1          1

LOCATION ID 25
--------------
13B1      M               1          1
          F               0          0

                                     TOTAL BY LOCATION ID
                                1          1

LOCATION ID 26
--------------
19D1      M               3          3
          F               0          0

                                     TOTALS BY LOCATION ID
                                3          3

LOCATION ID 28
--------------
26L1      M               1          1
          F               0          0

                                     TOTALS BY LOCATION ID
                                1          1
```

Figure 7–2. SPTLIN sample report – continued

```
LOCATION ID 29
---------------
11B1        M                   1                   1
            F                   0                   0
13B1        M                   3                   3
            F                   0                   0
13E1        M                   1                   1
            F                   0                   0

                                        TOTALS BY LOCATION ID
                                5                   5


LOCATION ID 30
---------------
11B1        M                   1                   1
            F                   0                   0

                                        TOTALS BY LOCATION ID
                                1                   1


LOCATION ID 31
---------------
12B1        M                   2                   2
            F                   0                   0
12C1        M                   1                   1
            F                   0                   0
31V1        M                   1                   1
            F                   0                   0

                                        TOTALS BY LOCATION ID
                                4                   4


LOCATION ID 32
---------------
31V1        M                   1                   1
            F                   0                   0

                                        TOTALS BY LOCATION ID
                                1                   1


LOCATION ID 33
---------------
11B1        M                   1                   1
            F                   0                   0
12B1        M                   1                   1
            F                   0                   0

                                        TOTALS BY LOCATION ID
                                2                   2
```

Figure 7–2. SPTLIN sample report – continued

```
LOCATION ID 34
---------------
16F1      M                    1              1
          F                    0              0

                                     TOTALS BY LOCATION ID
                              1              1


LOCATION ID 35
---------------
12C1      M                    1              1
          F                    0              0

                                     TOTALS BY LOCATION ID
                              1              1


                         TOTAL FOR ALL REPORTED LOCATION IDS
                         TOTAL JUN
                              33  33
     *****SPTLIN           END OF REPORT
```

Figure 7–2. SPTLIN sample report – continued

Section IV
Output Description

7–7. Output
SPTLIN provides a report of the split training reservations for a specific range of MOSS made 14 months prior to the dates entered. Table 7–1b lists the items found on this report.

Table 7–1B
SPLTLIN output description

Field Name	Field Label	Content Description
Location ID	LOCATION ID	Location Identification code specifying the location for which the report is generated.
Military Occupational Specialty	MOS	A four character Military Occupational Specialty code.
Sex	SEX	Sex indicator which specifies the number of male and female reservations.
Date of the Report	DATE	The month, entered by the user, which the report covers.

7–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

7–8. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. ERROR IN FILEDEF UNIT 66
2. IDIM–BINARY–INVALID DIMENSION IN BINARY SEARCH
3. ERROR ON LUN = XXX XXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZ, ZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE1 = XXXXXX

SPARE VARIABLES = XXXXXX
CALL REQUEST OFFICE
4. ERROR TEXT MUST END WITH A PERIOD
5. ERROR VALIDATING USERID–MGMTID
6. VSAM ERROR = XXXX ON LUN XXXX
7. VMCF ERROR = XXXXXX ON LUN XXX
8. NO SINK AVAILABLE FOR LUN XXX
9. READMANY IN SI048 ONLY ALLOWED FOR TYPES 2,4,5,6
10. ERROR IN UPDATE ARGUMENTS CALLING SI048
11. SYSTEM ERROR IN VALVAL WHEN RUNNING PRMPTL
12. ERROR IN MOVECH–SIO91
13. ERROR: INVALID ACTION PASSED TO SI093
14. ERROR: INVALID RECTYPE PASSED TO SI093
15. ERROR: INVALID DELETE OF RECTYPE SI093
16. ERROR: INVALID START BYTE FOR ACTION31, SI093
17. ERROR: INVALID BYTE LEN FOR ACTION31, SI093
18. ERROR: INVALID RECTYPE FOR READMANY, SI093
19. ERROR: INVALID NUMREC FOR RECTYPE, SI093
20. INVALID NUMBER OF FACTORS PASSED TO SUBROUTINE VALVAL XXX
21. ERROR: INVALID FACTOR NUMBER PASSED TO SUBROUTINE VALVAL
22. ERROR: INVALID TRANSLATION FACTOR LENGTH FOR FACTOR XXXX, VALVAL
23. ERROR: INVALID FACTOR TYPE: XXX FOR FACTOR XXXX SUBROUTINE VALVAL
24. ERROR: ERROR VALIDATING MONTH, MOVECH SUBROUTINE VALVAL
25. ERROR: ERROR VALIDATING YEAR, MOVECH SUBROUTINE VALVAL
26. ****   TRACE BACK   ****
ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
XXXXXXXX   ZZZZZZZZZZZ   ZZZZZZZZZZZZ
27. ERROR: NON–INTEGER USERID–BATID
28. ERROR IN CALL TO $CTS IN SUBMET.

7–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 7–2
Operation Errors

MESSAGE: MOS XXX IS NOT ON THE QUALIFICATIONS FILE
ACTION: Re–enter a valid MOS.

MESSAGE: INVALID RANGE OF MOS
ACTION: Re–enter MOSS in increasing numeric and alpha numeric order.

MESSAGE: XX/XX IS OUT OF VALID RANGE, TRY AGAIN
ACTION: Re–enter dates more than two days and not more than 26 months in the future.

MESSAGE: CODE INVALID, Re–enter
ACTION: This message is followed by a prompt. Enter the correct code.

MESSAGE: CHARACTER USER SLASH, Re–enter LINE
ACTION: A character has been entered under a slash. Enter data as close to the center of each space as possible.

MESSAGE: ERROR: YOU DO NOT HAVE ACCESS TO LOCID XXX
ACTION: Re–enter a valid location ID.

MESSAGE: INVALID RESPONSE
ACTION: Verify and Re–enter a correct response.

MESSAGE: INVALID REMOTE ID VALUE SENT TO SUBMET. JOB NOT SUBMITTED.
ACTION: The user has attempted to generate a SPTLIN report from a location ID which is not authorized to print this report. No action is necessary in response to this message. The program will end.

MESSAGE:
1. UZKXXX NOT AUTHORIZED TO RUN BATCH PROGRAMS AT THIS TIME
2. OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER

Table 7–2
Operation Errors—Continued

3. JOB NOT SUBMITTED

ACTION: The above are information messages. They do not require any specific corrective action by the user.

Chapter 8
ISSALE Program

Section I
Program Summary

8–1. Purpose
The ISSALE program provides a list of AIT vacancies for any Class Reception Station date no longer available to new recruits due to the eight weeks of basic training. These vacancies are available to those already in service. The program prints a report of the MOSs for which training is available and indicates whether the position is open to males or females. These AIT seats are available only to NGB–OT for Service School applicants.

8–2. Applicability
The ISSALE program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. National Guard Bureau

8–3. Functions
ISSALE has one function, which is to generate a report of the MOSs for which training is available to those in service.

8–4. Options
ISSALE provides the user with the following options:

AR, NG, and END. The program allows the user to search for available AIT vacancies in either the National Guard (NG) or the Army Reserve (AR) component. If the user wishes to terminate the program, END may be selected.

Section II
Input Requirements

8–5. Data Items
ISSALE requires the user to enter the items described below in table 8–1.

Table 8–1
ISSALE input data items

Field Name	Field Label	Valid Values
National Guard	NG	Enter N to indicate that program should search for National Guard AIT Vacancies.
Army Reserve	AR	Enter A to indicate that program should search for Army Reserve AIT Vacancies
Reception Station Dates	RECEPTION STATION/DATE	Enter the Class Reception Station date in DD/MM/YY format for the week AIT vacancies are desired. This date must not be more than eight weeks in the future.

8–5B. (Title not used)
Paragraph not used.

Section III
Program Operation

8–6. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters ISSALE and depresses the carriage return key. The program is now ready to communicate with the user.

8–7. Procedures

Follow the procedures described below to produce a list of AIT vacancies for a specified week not more than eight weeks in the future. The first prompt in ISSALE is the component selection prompt:

Table 8–2
Procedures to produce a list of AIT vacancies for a specified week not more than eight weeks in the future

---

ISSALE: ENTER COMPONENT: AR(A), NG(N), OR END(E):
USER:
1. Enter A to search for available AIT spaces in the Army Reserve. Depress the carriage return key and proceed to the next prompt.
2. Enter N to search for available AIT spaces in the National Guard. Depress the carriage return key and proceed to the next prompt.
3. Enter E to terminate the program. Depress the carriage return key.

ISSALE: ENTER RECEPTION STATION DATE OR END(E):
USER:
1. Enter the Class Reception Station date for the week AIT vacancies are required. If program termination is desired, enter E.
2. Depress the carriage return key.
   Note: If the Reception Station date entered is not a Monday, ISSALE will automatically move the date up to the following Monday.

ISSALE: Prints a report of the MOSS for which training is available to those in service. This report is restricted to the week which the user entered. It includes an MOS priority indicator and specifies whether the vacancy is available to males or females. Figure 8–1 is an example of an ISSALE report.
   ENTER COMPONENT: AR(A), NG(N) OR END(E): **N**
   ENTER RECEPTION STATION DATE OR END(E):
   10/10/82

```
                        IS/SALE REPORT


                              REPORT DATE:  14/12/82
                              RECEPTION STATION DATE:   11/10/82
                              AIT DATE:  15/10/82
                              TRAINING VACANCIES ARE CURRENT


            MOS        PRIORITY      MALE         FEMALE


            05B1                       2            2
            05C1                       2            2
            55B1       YES             1            1
            62B1                       1            1
            62F1       YES             1            1
            62G1                       1            0
            63W1                       1            1
            75C1                       3            3
            76J1                       1            1
            76W1                       1            1
            76Y1                       1            1
            95B1                       1            1
            TOTALS                    16           15



         ENTER COMPONENT:AR(A),NG(N) OR END(E):   E
```

Figure 8–1. ISSALE report sample

Section IV
Output Description

8–8. Output
ISSALE provides a report which lists the MOSs for which training is available to in–service individuals. This list specifies the number of slots available to males or females, and provides a priority flag which indicates the Army's desire to fill a particular MOS. The report also includes the date the report is generated, the Class Reception Station date, and the AIT Date. Figure 8–1 is an example of an ISSALE report.

3–4A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

8–9. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. ERROR ON LUN XXXXXX
    VSAM ERROR RETURN CODE XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZ ZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE1 = XXXXXX
    SPARE VARIABLE2 = XXXXXX
    CALL THE KEYSTONE BRANCH
2. ERROR: TEST MUST END WITH A PERIOD–QUIT
3. INVALID VALUE FOR CHECKUP IN QUOTA
4. VSAM ERROR = XXXX ON LUN XXX

5. VMCF ERROR = XXXXXX FOR LUN XXX
6. NO SINKS AVAILABLE FOR LUN XXX
7. ERROR IN MOVECH–SI091
8. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXX   XXX   ZZZZZ   ZZZZZ
9. ERROR INVALID ACTION IN WEKLIM–XXX
       + TRACE BACK +
   CALL KEYSTONE BRANCH

8–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 8–3
Operation Errors

MESSAGE: INVALID RESPONSE
ACTION: This message is followed by a prompt to allow the user to correct the data entry. Re–enter the data correctly.

MESSAGE: AIT DATE OR XX/XX/XX NOT ON QUOTA FILE
ACTION: The AIT date specified is not on the system. Enter a valid AIT Date.

MESSAGE: WEEKLY LIMIT SPACE UNAVAILABLE FOR RECSTA XX/XX/XX
ACTION: This is an information message. It is followed by the initial prompt in the ISSALE program.

MESSAGE: NO SPACES FOUND FOR YOUR AIT DATE
ACTION: This is an information message. It is followed by the initial prompt in the ISSALE program.

MESSAGE: RECEPTION STATION DATE HAS NOT PASSED
ACTION: This is an information message which occurs when the Class Reception Station Date entered is more than eight weeks in the future. Note that the Reception Station Date in the message refers to the Recruit Reception Station Date. ISSALE returns to the initial prompt.

Chapter 9
NGTRTH Program

Section I
Program Summary

9–1. Purpose
The NGTRTH program enables the user to retrieve records from the current REP Recruit file and the previous year's records from the Recruit History file. The user may specify up to 210 social security numbers of recruits whose records are to be reported. Each recruit record contains enlistment and training reservation information.

9–2. Applicability
The NGTRTH program is accessed by the following user groups:
  a. Accession Management Branch
  b. ARNG Liaison NCO
  c. NGB
  d. KEYSTONE Branch

Section II
Input Requirements

9–3. Data Items
NGTRTH requires the user to enter the social security numbers of the recruits whose records are to be reported. The user may enter up to 210 nine digit social security numbers, seven per line, separated by a slash. For example: 123456789/222334444/333445555.

9–3A. (Title not used)

Paragraph not used.

Section III
Program Operation

9–4. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters NGTRTH and depresses the carriage return key. The NGTRTH program is now ready to communicate with the user.

9–5. Procedures

Follow the procedures described below to report recruit records. Figure 9–1 is a sample execution and report.

Table 9–1A
Procedures to report recruit records

NGTRTH: ENTER UP TO 210 SOCIAL SECURITY NUMBERS, 7 PER LINE SEPARATED BY A /
ENTER SSN, OR END PROGRAM(E)
USER:
1. Enter the social security number(s) separated by a slash and depress the carriage return key at the end of each line or when all the desired numbers have been entered. Each social security number must be nine digits. If the SSN is less than nine digits, it must be preceded by a sufficient number of zeroes to convert the SSN into a nine–digit number. For example, 8356492 has seven digits. By adding two leading zeroes, the number is converted to 008356492, a nine digit SSN.
    a. If a complete line of seven numbers has been entered, proceed to the next prompt.
    b. If fewer than seven numbers have been entered, NGTRTH prints the report or a message (if no records are found) and terminate the program.
2. Enter E and depress the carriage return key to terminate the NGTRTH program. No report will be printed.

NGTRTH: ENTER SSN OR END PROGRAM(E)
USER:
1. Enter additional social security numbers separated by a slash, and depress the carriage return key at the end of each line or when all the desired numbers have been entered: See items 1a and 1b above.
2. Depress the carriage return key without making any entries to indicate that no additional numbers are to be entered. NGTRTH will print the report or a message (if no records are found), and terminate the program.
3. Enter E and depress the carriage return key to terminate the program. No report will be printed.

```
ENTER UP TO 210 SOCIAL SECURITY NUMBERS, 7 PER LINE SEPARATED BY A /

ENTER SSN, OR END PROGRAM(E)

020020020/014014014/014401440/


                    PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

SOC SEC # / NAME                             /  SX / MOS    / AIT LOC  / AIT DATE /
20020020    JONES, ARTHUR                       M    63T1
BT LOC   / RESERV   / ENLIST   / RECEPT   /  LOCID / SPLT IND    / PPN /
LWOOD       14/12/83    19/12/83   02/01/84     MN      SPT PH1        0
REC ID    / PRE MOS / AITDATE2 / AIT LOC2 /
479313638


                    PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

SOC SEC # / NAME                             /  SX / MOS    / AIT LOC  / AIT DATE /
14014014    SMITH, LOUIS                        M
BT LOC   / RESERV   / ENLIST   / RECEPT   /  LOCID / SPLT IND    / PPN /
DIX         15/05/80    15/05/80   02/06/80     NM      SPT PH1        100
REC ID    / PRE MOS / AITDATE2 / AIT LOC2 /
9792


                    PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

SOC SEC # / NAME                             /  SX / MOS    / AIT LOC  / AIT DATE /
14401440    SMITH, DAVID                        M    05C1     GORDON     22/06/84
BT LOC   / RESERV   / ENLIST   / RECEPT   /  LOCID / SPLT IND    / PPN /
MCCLELL     27/03/84    27/03/84   16/04/84     UT      NON SPLIT      0
REC ID    / PRE MOS / AITDATE2 / AIT LOC2 /
526322829
```

Figure 9–1. NGTRTH sample report

Section IV
Output Description

9–6. Output
NGTRTH reports the records for the recruits whose social security numbers were specified. If there is more than one record on the disk for a specified recruit, both records will be reported. If there is more than one record for a specified recruit on the Recruit History file, the most recent record will be reported. Table 9–1b contains the record description of this report. Figure 9–1 is a sample report.

Table 9–1B
NGTRTH output description.

Field Name	Field Label	Content Description
Social security number	SOC SEC #	The recruit's social security number.
Name	NAME	The recruit's name.
Sex	SX	The recruit's sex.
MOS code	MOS	The skill in which the recruit has a training reservation.
AIT location	AIT LOC	The recruit's advanced individual training location.
AIT date	AIT DATE	The recruit's scheduled advanced individual training date.
BT location	BT LOC	The recruit's basic training location.
Reservation date	RESERV	The date the recruit's reservation was made.
Enlistment date	ENLIST	The date on which the recruit enlisted.
Reception station date	RECEPT	The date on which the recruit reports to the reception station.
Location ID	LOC ID	The location ID where the reservation was made.

Table 9–1B
NGTRTH output description.—Continued

Field Name	Field Label	Content Description
Split Indicator	SPLT IND	Valid codes: Non Split – consecutive BT and AIT. SPT PH1 – Split Phase 1 (BT only). SPT PH2 – Split Phase 2 (AIT only). SP1 and SP2 – Split Phase 1 and 2 (BT and AIT, non–consecutive).
Program procurement number	PPN	The recruit's program procurement number. See Chapter 2, ARI40lll for a description of program procurement numbers.
Recruiter ID	REC ID	The recruiter's identification code.
Prerequisite MOS code	PRE MOS	The prerequisite MOS code, if any.
Prerequisite AIT date	AITDATE2	The prerequisite AIT date, if any.
Prerequisite AIT location	AIT LOC2	The prerequisite AIT location, if any.

9–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

9–7. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. PROBLEM WITH CALL TO GENFIO. PLEASE CONTACT THE REQUEST OFFICE
2. ERROR IN GETVAL, REQUESTED FACTOR IS MISSING FROM THE RECORD
3. SYSTEM ERROR: INVALID NUMBER OF FACTORS PASSED TO GENFIO
   PLEASE CALL REQUEST OFFICE
   THE INVALID NUMBER OF FACTORS IS XXXX
4. SYSTEM ERROR: LENBIT IS INCORRECT LENGTH FOR THIS FACTOR TYPE. TYPE = XXXX. LENBIT = XXXX, PLEASE CALL KEYSTONE BRANCH
5. HEXDMP: RECLEN = XXXX
6. ERROR ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
7. IDIM–BINARY–INVALID DIMENSION IN BINARY SEARCH
8. SYSTEM ERROR: NISRCH HAS TAKEN AN ALTERNATE EXIT NISRCH WAS CALLED WITH START POSITION XXXX AND NUMBER OF CHARACTERS XXXX
   PLEASE CALL REQUEST OFFICE
   (This message will be followed by message numbers 10 and 11)
9. SYSTEM ERROR: PARSE1 CALLED WITH SPOS O, EPOS O, OR EPOS SPOS
   SPOS = XXXX, EPOS = XXXX. PLEASE CALL THE KEYSTONE BRANCH
   (This message will be followed by message numbers 10 and 11)
10. A SYSTEM ERROR HAS BEEN DETECTED IN SUBROUTINE PARS1
   THE FIELD BEING PROCESSED IS:
   THE START POSITION OF THE FIELD IN THE STRING IS XXXX
   THE END POSITION OF THE FIELD IN THE STRING IS XX.
   PLEASE CALL KEYSTONE BRANCH
   (This message will be followed by number 11)
11. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXX XXX   ZZZZZZZZ   ZZZZZZZZ
   12. VSAM ERROR = XXXX ON LUN XXX
13. VMCF ERROR = XXXXXXX FOR LUN XXX
14. NO SINK AVAILABLE FOR LUN XXX
15. ERROR: INVALID XXXX XXXX PASSED TO SUBROUTINE XXXXXXX

16. ERROR: ERROR VALIDATING XXXXXX, MOVECH
      SUBROUTINE XXXXXX
17. ERROR: ILLEGAL XXXXXX PASSED TO SIO XX
18. ERROR: ILLEGAL ACTION FOR XXXXXXXX, SIO XX
19. ERROR: BAD START BYTE OR LENGTH IN SIO XX
20. ERROR: INVALID XXXXXX FOR XXXXX, SIO XX
21. SYSTEM ERROR WITH GENFIO IN INXACC FOR COMP = XX
      RETURN CODE = XXXX. PLEASE CALL REQUEST OFFICE.

9–8. Operation errors

The following list contains possible operation errors and the corrective action to be taken for each.

Table 9–2
List of possible operation errors and the corrective action to be taken for each

---

MESSAGE: INPUT ERROR. Re–enter LINE
ACTION: The user has made an error in entering the social security number(s). Re–enter the desired social security numbers without spaces or dashes. Separate numbers by a slash up to seven per line.

MESSAGE: NO SOCIAL SECURITY NUMBERS ENTERED
ACTION: The user must enter at least one social security number. If no report is desired, enter E to terminate the program.

MESSAGE: ********** NO RECORDS FOUND **********
ACTION: This is an information message which occurs only when no records for any of the numbers specified were found. There is no action to be taken.

Chapter 10
Messag Program

Section I
Program Summary

10–1. Purpose

a. The MESSAG program enables the user to write messages to be placed on the Message file. Messages that are created through the use of the MESSAG program are subsequently reported by the RCTNEWS program. Initially, new messages are placed on the Scratch file, where they may be modified and corrected as required before being placed on the Message file. When the user places a news message on the Message file, the existing message from the same user is automatically purged.

b. If there is already a message on the Scratch file when the user executes the program, it must be either erased or placed on the REQUEST system before another message can be added.

10–2. Applicability

The MESSAG program is accessed by the following user groups:
  a. Accession Management Branch, MILPERCEN
  b. KEYSTONE Branch
  c. USAREC
  d. OCAR/FORSCOM
  e. FORSCOM
  f. National Guard Bureau

10–3. Optional features

The MESSAG program offers the user six optional features for correcting messages, while they are still on the Scratch file. These features are as follows:
  a. CHANGE(C). Allows the user to Re–enter the line and make any necessary changes or corrections.
  b. ADD(A). Allows the user to insert new lines within the existing text, or add lines at the end of the message.
  c. DELETE(D). Allows the user to delete a single line or a range of lines.
  d. SHOW(S). Displays the entire message, including line numbers in the right–hand margin.
  e. ERASE(E). Erases the entire message.

f. OK(O). Indicates that the message is correct, and allows the user to continue working with the program.

Section II
Input Requirements

10–4. Data items
The MESSAG program requires only one data item: Message Code. The message code is obtained from the KEY-STONE Branch. It identifies the proper category enabling the user to retrieve appropriate messages by executing the RCTNEWS program. REQUEST automatically assigns new messages to the appropriate category.

10–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

10–5. Initiation
After following the sign–on procedures in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, LIST OR OFF:

The user enters MESSAG and depresses the carriage return key. The MESSAG program is now ready to communicate with the user.

10–6. Procedures
Follow the procedures below to place a message on REQUEST. See figures 10–1 and 10–2 for sample executions of MESSAG.

Table 10–1
Procedures to place a message on REQUEST

MESSAG: ENTER MESSAGE CODE
USER:
1. Enter the valid message code.
2. Depress the carriage return key.

MESSAG: INSTRUCTIONS? (YES OR NO)
USER:
1. Enter Y to obtain instructions (figure 10–1), or enter N if instructions are not required.
2. Depress the carriage return key.

MESSAG:
If there is a message on the Scratch file, the MESSAG program prints the following:
MESSAGE CURRENTLY ON SCRATCH FILE –
ORIGINAL CREATE DATE DD/MM/YY
CHANGE (C), ADD (A), DELETE (D), LINE;
SHOW (S), ERASE (E) MESSAGE; OR OK (O)

USER:
1. Select and enter the desired option.
2. Depress the carriage return key. See paragraphs 10–6 (a, b, c, d, e, f) for instructions on executing these options.

MESSAG: If there is no message on the Scratch file, the MESSAG program prints the following:
NO MESSAGE ON SCRATCH FILE – ENTER NEW MESSAGE

TO END ENTER '****'

COL START	COL END
1	7
	2

USER:
1. Enter the first line of the message.
2. Depress the carriage return key.

Table 10–1
Procedures to place a message on REQUEST—Continued

MESSAG: Displays the line just entered and prints the following:
OK? (YES OR NO)
USER:
1. Enter Y if the line is correct, or enter N to Re–enter the line.
2. Depress the carriage return key.

MESSAG: Continues to prompt the user line by line.
USER:
1. Continue to enter the desired message line by line, and enter **** as the last line.
2. Depress the carriage return key.

MESSAG: CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S) ERASE(E) MESSAGE; OR OK(O)
USER:
1. Enter the desired option as described in figures 10–1 and 10–2, and in paragraphs 10–6 (a, b, c, d, e, f).
2. Depress the carriage return key.

MESSAG: If the user entered OK above, the program prints the following:
PLACE MESSAGE ON THE REQUEST SYSTEM? (YES OR NO)
USER:
1. Enter Y to place the message on the system, or enter N to keep the message on the Scratch file.
2. Depress the carriage return key.

UPON ENTERING THE PROGRAM THE USER IS INFORMED AS TO WHETHER THERE IS A
MESSAGE ALREADY ON THE SCRATCH FILE. THE USER IS PROMPTED TO ENTER HIS NEW
MESSAGE. ONCE A LINE IS ENTERED, IT IS DISPLAYED TO THE USER AND THE PROMPT
'OK? (YES OR NO)' APPEARS. TYPE IN 'Y' OR 'N' AND RETURN. IF 'Y' WAS TYPED
IN CONTINUE WITH THE NEXT LINE. IF 'N' WAS TYPED IN, WAIT FOR THE PROMPT
'RE-ENTER LINE'. A MESSAGE CANNOT EXCEED 200 LINES (72 CHARACTERS PER LINE).
TO END THE MESSAGE ENTER '****' FOR THE LAST LINE AND RETURN.

AFTER THE USER HAS FINISHED ENTERING HIS NEW MESSAGE OR IF A MESSAGE
ALREADY EXISTS ON THE SCRATCH FILE, THE PROMPT 'CHANGE(C), ADD(A), DELETE(D),
LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)' WILL APPEAR. THE FOLLOWING
PARAGRAPHS DESCRIBE IN DETAIL THE RESPONSES TO THE PROMPT.

TO CHANGE LINES ENTER 'C' AFTER PROMPT AND RETURN. THE PROMPT 'ENTER LINE
NUMBER (1-200)' WILL APPEAR. ENTER THE LINE NUMBER AND RETURN. THE PROMPT
'RE-ENTER LINE' WILL APPEAR. RE-ENTER LINE AND RETURN.

TO ADD LINES ENTER 'A' AFTER PROMPT AND RETURN. 'ENTER LINE NUMBER
(1-200)' WILL APPEAR. ENTER THE LINE NUMBER THAT THE NEW LINE(S) WILL FOLLOW
AND RETURN. FOR EXAMPLE, TO ADD TO THE END OF THE MESSAGE, THE USER SHOULD
ENTER THE LAST LINE NUMBER OF THE MESSAGE. THE SYSTEM WILL CONTINUE PROMPTING
FOR ADDITIONAL LINES UNTIL THE USER ENTERS '****' FOR HIS LAST LINE.

TO DELETE LINES ENTER 'D' AFTER PROMPT AND RETURN. THE SYSTEM WILL THEN
PROMPT FOR A RANGE OF LINES TO BE DELETED -- TO DELETE ONLY ONE LINE THE USER
SHOULD ENTER THAT LINE NUMBER UNDER 'START LINE'

TO SHOW THE MESSAGE ENTER 'S' AFTER PROMPT AND RETURN. THE SYSTEM WILL
SHOW THE ENTIRE MESSAGE ALONG WITH THE LINE NUMBERS ON THE RIGHT EDGE OF THE
PAPER.

TO ERASE THE MESSAGE ON THE SCRATCH FILE ENTER 'E' AFTER THE PROMPT AND
RETURN. THIS WILL CAUSE THE ENTIRE MESSAGE ON THE SCRATCH FILE TO BE ERASED.

AFTER ALL EDITING IS COMPLETED, THE USER SHOULD ENTER 'OK' TO THE ABOVE
PROMPT AND RETURN. HE WILL THEN BE GIVEN THE OPPORTUNITY TO PLACE THE MESSAGE
ON THE REQUEST SYSTEM. MESSAGES SHOULD BE PLACED ON THE SYSTEM WITHIN A DAY.

Figure 10–1. MESSAG Instructions sample

```
ENTER MESSAGE CODE    AAA
INSTRUCTION? (YES OR NO)    N

NO MESSAGE ON SCRATCH FILE - ENTER NEW MESSAGE

TO END ENTER '*****'

COL START                                          COL END
1                                                       7
                                                        2


ALL INPUT DATA ITEMS FOR REQUEST MUST BE ABSOLUTELY ACCURATE. OTHER-
ALL INPUT DATA ITEMS FOR REQUEST MUST BE ABSOLUTELY ACCURATE. OTHER-
OK?  (YES OR NO)    Y
WISE, THERE MAY BE AN ADVERSE EFFECT ON THE APPLICANTS FUTURE EN-
WISE, THERE MAY BE AN ADVERSE EFFECT ON THE APPLICANTS FUTURE EN-
OK?  (YES OR NO)    N
RE-ENTER LINE
WISE, IT MAY ADVERSELY INFLUENCE THE RESERVATION.
WISE, IT MAY ADVERSELY INFLUENCE THE RESERVATION.
OK?  (YES OR NO)    Y
*****


CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
C
ENTER LINE NUMBER (1-200)    1
LINE    1
ALL INPUT DATA ITEMS FOR REQUEST MUST BE ABSOLUTELY ACCURATE. OTHER-
RE-ENTER LINE
ALL DATA ITEMS INPUT TO REQUEST MUST BE VALID VALUES. OTHER-
ALL DATA ITEMS INPUT TO REQUEST MUST BE VALID VALUES. OTHER-
OK?  (YES OR NO)    Y


CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
A
ENTER LINE NUMBER (1-200)    2

TO END ENTER '*****'

COL START                                          COL END
1                                                       7
                                                        2


ERRONEOUS INFORMATION CAN ACCIDENTALLY CANCEL A RESERVATION.
ERRONEOUS INFORMATION CAN ACCIDENTALLY CANCEL A RESERVATION.
OK? (YES OR NO)    Y
*****
```

Figure 10–2. MESSAG execution

```
CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
D


ENTER RANGE OF LINES TO BE DELETED
START LINE/END LINE
3


CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
S

ALL DATA ITEMS INPUT TO REQUEST MUST BE VALID VALUES. OTHER-
WISE, IT MAY ADVERSELY INFLUENCE THE RESERVATION.
ERRONEOUS INFORMATION CAN ACCIDENTALLY CANCEL A RESERVATION.

CHANGE(C), ADD(A), DELETE(D), LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
E
YOU WILL ERASE THE ENTIRE MESSAGE ON THE SCRATCH FILE-OK? (YES OR NO)
N


CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
OK
PLACE MESSAGE ON THE REQUEST SYSTEM? (YES OR NO)     Y
STOP
```

Figure 10–2. MESSAG execution–continued

a. CHANGE option. Follow the procedures below to make a change to the message being entered.

Table 10–2
CHANGE option.

MESSAG: CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
USER:
1. Enter C to make a change.
2. Depress the carriage return key.

MESSAG: ENTER LINE NUMBER (1–200)
USER:
1. Enter the number of the line to be changed.
2. Depress the carriage return key.

MESSAG: LINE X (where X represents the number of the line to be changed)
Prints the line as originally entered by the user.
Re–enter LINE
USER:
1. Re–enter the entire line, making the necessary changes.
2. Depress the carriage return key.

MESSAG: Reprints the line as changed by the user.
OK? (YES OR NO)
USER:
1. Enter Y if the line is correct, and depress the carriage return key to receive the initial prompt again.
2. Enter N if the lines needs corrections, and depress the carriage return. Returns to the prompt above.
3. Retrace the procedures described in this paragraph.

b. ADD option. Follow the procedures below to be able to add to a message that is being entered.

Table 10–3
ADD option

MESSAG: CHANGE(C), ADD(A), DELETE(D) LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
USER: 1 Enter A to add lines to the message.
2. Depress the carriage return key.

MESSAG: ENTER LINE NUMBER (1–200)
USER:
1. Enter the number of the line that the addition will follow. If the addition follows lines that have already been entered on the Scratch file, the new lines must immediately follow the existing lines.
2. Depress the carriage return key.

MESSAG:
TO END ENTER '****'

COL START	COL END
1	7
	2

USER:
1. Enter the addition(s)line by line as described for new messages in paragraph 10–6.
2. Enter **** as the last line.
3. Depress the carriage return key at the end of each line.

MESSAG: OK? (YES OR NO)
USER:
1. Enter NO if the line is incorrect, and see the next prompt.
2. Enter YES if the line is correct, and return to the first prompt in this section.
3. Depress the carriage return key.

MESSAG: Re–enter LINE
USER:
1. Re–enter the entire line, making the necessary changes.
2. Depress the carriage return key.

MESSAG: Reprints the line as changed by the user.
OK (YES OR NO).
USER:
1. Enter NO if the line is incorrect, and see the next prompt.
2. Enter YES if the line is correct, and return to the first prompt in this section.
3. Depress the carriage return key.

c. DELETE LINE option. Follow the procedures below to delete a line from a message that is being created.

Table 10–4
DELETE LINE option.

MESSAG: CHANGE(C), ADD(A), DELETE(D)LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
USER:
1. Enter D to delete a single line or series of lines.
2. Depress the carriage return key.

MESSAG:
ENTER RANGE OF LINES TO BE DELETED
START LINE/END LINE
USER:
1. Under the date item label, enter the number of the first and last lines to be deleted. Enter only the starting line number if a single line is to be deleted.
2. Depress the carriage return key.

MESSAG: Deletes the line(s) specified by the user, and returns to the first prompt.

d. SHOW option. Follow the procedures be low to display the message from the Scratch file.

Table 10–5
SHOW option

MESSAG: CHANGE(C), ADD(A), DELETE(D)LINE; SHOW (S), ERASE(E) MESSAGE; OR OK(O)
USER:
1. Enter S to display the message.
2. Depress the carriage return key.

MESSAG: Displays the entire message and returns to the first prompt.

---

e. ERASE MESSAGE option. Follow the procedures below to erase the message that is being entered.

Table 10–6
ERASE MESSAGE option

MESSAG: CHANGE(C), ADD(A), DELETE(D)LINE; SHOW(S), ERASE(E) MESSAGE; OR OK(O)
USER:
1. Enter E to erase the message.
2. Depress the carriage return key.

MESSAG: YOU WILL ERASE ENTIRE MESSAGE ON THE SCRATCH FILE–OK? (YES OR NO)
USER:
1. Enter Y to erase the message, and depress the carriage return key. The program terminates.
2. Enter N if the message is not to be erased, and depress the carriage return key. The program returns to the first prompt again.

---

f. OK option. Follow the procedures below to place the message on the REQUEST system.

Table 10–7
OK option

MESSAG: CHANGE(C), ADD(A), DELETE(D)LINE; SHOW(S), ERASE(E) MESSAGE; OR OK (O)
USER:
1. Enter alphabetic O to be able to place the message on the system.
2. Depress the carriage return key.

MESSAG: PLACE MESSAGE ON THE REQUEST SYSTEM? (YES OR NO)
USER:
1. Enter Y to place the message on the system, or enter N if the message is not to be placed on the system.
2. Depress the carriage return key. The program terminates.

Section IV
Output Description

10–7. Output
There is no output from the MESSAG program other than that described in Section III.

10–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

10–8. System Errors
The following is a representative list–of possible system errors. If any such error messages appear, call the KEY-STONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:

COUNTERS WOULD BECOME NEGATIVE
UNSUCCESSFUL UPDATE OF XXXXX
RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
VSAM ERROR RETURN CODE = XXXXXX
ACTION CODE = XXX
KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
RECORD TYPE = XXX
SPARE VARIABLE X = XXXXXX
CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
      : ILLEGAL XXXXXX
      : OCCURRED IN XXX WHEN CALLING XXXX
      : IN XXXXXX WHEN RUNNING XXXXX
      : RETURNED BY XXXX
      : ERROR IN XXXX
      : XXXX NOT FOUND
      : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
      : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
    : INVALID XXXX INDICATOR IN SUBROUTINE XX
    : XXX NOT FOUND ON XXXX FILE
    : XXXXX ERROR–SUBROUTINE XXXXXX
    : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
    : ILLEGAL XXXX PASSED TO XXXXXX
    : BAD XXXX IN XXXXXX
    : IN XXXXX – X XXXXX
    : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
VALIDATING XXXXXX IN XXXXXX
READING XXXXXXX
IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX – X XXXXX
DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
 ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

10–9. Operation errors

The following list contains possible operation errors and the corrective action to be taken for each.

Table 10–8
Operation errors

MESSAGE: INVALID MESSAGE CODE
ACTION: Verify and enter a valid message code.

MESSAGE: LINE _____ DOES NOT EXIST
ACTION: The user entered the wrong line number. Verify and Re–enter the correct line number.

MESSAGE: MESSAGE HAS REACHED MAXIMUM SIZE–NO MORE LINES CAN BE ADDED
ACTION: Messages are limited to 200 lines. The user must either delete some of the message, or rewrite it so that it is within the prescribed limits.

MESSAGE: TO ADD TO THE END OF A MESSAGE YOU MUST ENTER LINE NUMBER XXX
ACTION: The user has entered a line number greater than the last line number of the existing message. Enter the specified line number.

Chapter 11
NGBILD Program

Section I
Program Summary

11–1. Purpose
The NGBILD program records and stores information about individual applicants. Information may be entered when it is most convenient for the user. For example, initial information for an applicant's record may be entered in the morning, and additional information can be stored later in the day after the applicant has been interviewed by a Guidance Counselor.

Information entered through NGBILD is indexed by a creation date. The information is automatically purged if, after seven days, a reservation is not made with the NGRQST program.

11–2. Applicability
The NGBILD program is accessed by the following user groups:
  a. National Guard Bureau
  b. Accession Management Branch, MILPERCEN
  c. Reception Stations
  d. ARNG State HQ/ARNG MEPS Guidance Counselors
  e. KEYSTONE Branch

11–3. Functions
NGBILD has six functions. These include:
  a. New. Permits the user to enter information about a new applicant and create a record. While operating in this function, information may be altered as required by entering one of the user options described in table 11–1.
  b. Change. Allows the user to gain access to a previously entered record which requires modification. Access to the record is gained through the use of this function, but the actual change is made by using the options in table 11–1. This function requires the user to know the applicant's social security number.
  c. Delete. The Delete function is used to remove an entire applicant record. It requires the user to know the applicant's social security number.
  d. Show. The applicant's complete record can be displayed using this function. Only previously entered records are displayed using the Show function, which requires the user to know the applicant's social security number.
  e. Brief list. Allows the user to obtain a list of newly created records, sorted by social security number and name.
  f. End. Allows the user to return to the beginning of NGBILD, to enter the NGRQST program or to terminate the session.

11–4. Options
NGBILD provides the user with four user options in the New and the Change functions which are described in table 11–1. For example, while operating within the New function, it is possible to display, change, or erase the newly entered information by using one of the options. Please be certain when executing the NGBILD program to distinguish between the functions and the user options. The procedures are slightly different for each category.

Table 11–1 illustrates the user options and procedures.

Table 11–1
NGBILD user options

User Option	Function
DISPLAY (D)	Enter D and depress the carriage return key to display information that is newly entered on the terminal. Do not confuse this option with the Show function.
CHANGE (C)	Enter C, space, the factor label exactly as it appears between the slashes on the record (up to eight characters including any spaces or dashes) and depress the carriage return key. The program will respond with the factor prompt and then a slash. Enter the new value underneath the factor prompt and depress the carriage return key. For example, to change a physical profile entry: USER: C PHY PROF PROGRAM: PHY PROF/ USER: XXXXXXX
OK (O)	Enter OK or O and depress the carriage return key to indicate that the entries are correct and should be posted. This OK option must be used after the Change or Display options in order to proceed with the program.
ERASE–RECORD (E) (New function)	Enter E and depress the carriage return key to erase a newly entered record. This option is only available within the New function. The record is not posted.
ERASE–CHANGE (E)(Change function)	Enter E and depress the carriage return key to erase the changes that were just made. The user has this option whenever a change is made. The change is not recorded.

Section II
Input Requirements

11–5. Data Items
NGBILD requires the user to enter the items described below in table 11–2. It is important to note that the items or factors listed below can be changed or new ones added by system managers at any time.

Table 11–2
NGBILD input data items

Field Name	Field Label	Valid Values
Social security number	SOC SEC #	The applicant's nine–digit social security number without spaces or dashes.
Name	NAME (28)	The applicant's name in last, first, middle initial order.
U.S. citizenship	CIT (1)	Y or N
Sex	SX (1)	M or F
Race	RACE (1)	C = Caucasian R = American Indian N = Negro X = Other M = Asian Z = Unknown
Date of birth	BIRTHDAT	The applicant's date of birth in DD/MM/YY format, including the slashes.
Years of civilian education	EDYRS (2)	The total number of years of education.
Civilian education	EDUC (4)	The type of education corresponding to the four–character code as listed below: NHSG = Non–high school graduate HSSR = High school senior HSDG = High school diploma graduate GEDH = High school equivalency COMP = Certificate of completion ATTN = Certificate of attendance CLEP = First year college equivalence ASSC = Associate degree NURS = Professional nursing diploma BACL = Baccalaureate MAS = Master's degree PMAS = Post master's degree DOCT = Doctorate PROF = Professional certificate of completion.
Valid driver's license	DVRL LI	Y or N.

Table 11–2
NGBILD input data items—Continued

Field Name	Field Label	Valid Values
Enlistment type	NGTYPE (4)	NPS = Non–prior service (GAS, civilian acquired skill, treated as NPS.) IS = In service; SP1 and SP2 = Non–prior service with split training option, BT and AIT.
Recruiter ID	REC ID (9)	The recruiter's nine–digit identification number.
Physical profile	PHY PROF (7)	Seven–digit physical profile code. Digits 1 through 6 are valid between 1 and 4. Digit 7 is valid 1 through 4,6, and 7.
Color perception	CP (3)	NON = No color discrimination R/G = Red/green discrimination NOR = Normal.
High school math level	MATH (3)	GEN = General ALG = Algebra GEO = Geometry TRI = Trigonometry.
High school science level	SCI (3)	GEN = General BIO = Biology CHE = Chemistry PHY = Physics.
AFQT score	AFQT (3)	Valid between 16 and 100 for males. Valid between 50 and 100 for females.
GT test score	GT (3)	Valid between 1 and 160.
GM test score	GM (3)	Valid between 1 and 160.
EL test score	EL (3)	Valid between 1 and 160.
CL test score	CL (3)	Valid between 1 and 160.
MM test score	MM (3)	Valid between 1 and 160.
SC test score	SC (3)	Valid between 1 and 160.
CO test score	CO (3)	Valid between 1 and 160.
FA test score	FA (3)	Valid between 1 and 160.
OF test score	OF (3)	Valid between 1 and 160.
ST test score	ST (3)	Valid between 1 and 160.
AP test score	AP (3)	Valid between 1 and 160.
Motor vehicle battery score	MVDB (3)	Valid between 85 and 136.
Guard code	GCOOE (3)	Valid three–digit code as prescribed by ARNG.

11–5A. (Title not used)

Paragraph not used.

Section III
Program Operation

11–6. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:
> ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters NGBILD and depresses the carriage return key. The program is now ready to communicate with the user.

NGBILD: ENTER LOCID

USER:

1. Enter location identification code.
2. Depress the carriage return key.

11–7. General Procedures

Follow the procedures described below to utilize the six NGBILD functions which provide the user with the means for handling new applicant records. The first prompt in NGBILD is the function selection prompt:

Table 11–3
Procedures to utilize the six NGBILD functions which provide the user with the means for handling new applicant records

NGBILD: NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END

Table 11–3
Procedures to utilize the six NGBILD functions which provide the user with the means for handling new applicant records—Continued

USER:
1. Enter N and depress the carriage return key to create a record for a new applicant. Refer to paragraph 11–9 for further details on the use of the New function.
2. Enter C and depress the carriage return key to change or complete an applicant's record. Refer to paragraph 11–10 for further details on the use of the Change function.
3. Enter D and depress the carriage return key to delete an applicant's record. Refer to paragraph 11–11 for further details on the use of the De1ete function.
4. Enter S and depress the carriage return key to display an applicant's record. Refer to paragraph 11–12 for further details on the use of the Show function.
5. Enter B and depress the carriage return key to display a list containing the social security numbers and names of all applicants whose records are being held by NGBILD at the previously specified location. Refer to paragraph 11–13 for further details on the use of the Brief List function.
6. Enter E and depress the carriage return key to enter the NGRQST program or to terminate the session. Refer to paragraph 11–14 for further details on the End function.

The user may enter END and depress the carriage return key to be released from a function at any time during the execution of NGBILD.

11–8. Dynamic Prompt Procedures

NGBILD has a dynamic or variable prompt capability. In the creation of new records, the prompts for the entry of information on the applicant's record may vary according to the applicant's enlistment type and on the addition or modification of factors by system managers. In terms of required data, correction of errors and/or change of data, the dynamic prompt determines which data corrections must be made during the initial creation of a record and which corrections can be made later in the same session or at another time. Specific procedures are described below. NGBILD has three distinct forms for the entry of data under factor labels which were left blank originally or for which invalid values were entered.

a. Required factor in error or blank. IS AN INVALID ENTRY FOR TYPE IN THIS PROGRAM.
/NGTYPE/
SP1
This type of error message causes the program to display the factor label between the slashes on the line after the message. The invalid value is printed immediately under the factor label. The user should enter valid data underneath the incorrect data. NGBILD will not accept a blank entry. The incorrect original data will remain on the record and in some cases, NGBILD will not allow the user to proceed with the program until a valid entry has been made.

b. Other factors in error or blank. ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY FOR SEX XX or blank
/SEX/
This type of error causes the program to display the incorrect data or a blank on the line after the message and then to print the factor label between slashes on the next line. The user should enter valid data values underneath the factor label and between the slashes. If this type of factor correction is left blank, a blank will be recorded. The original incorrect entry will be erased and a message concerning incomplete record data will be printed before the user posts a record for holding.

c. Linked factors. YEARS OF EDUCATION (XX) NOT CONSISTENT WITH EDUCATION CODE (XXXX)
EDYRS/EDUC
Linked factors are factors which have inter–dependent values. The value for years of education and the education code are examples of linked factors. An applicant cannot have 10 years of education and a college degree (BACL). The prompts for re–entry of data will appear together, i. e., EDYRS/EDUC. Re–enter valid values for both factors. NGBILD will not accept a blank for one part of a linked pair of factors and will continue to prompt for valid values for both factors.

11–9. New Function Procedures

Follow the procedures below to create a record for a new applicant.

Table 11–4
New Function Procedures

NGBILD: /NGTYPE/
USER:

Table 11–4
New Function Procedures—Continued

1. Enter the applicant's enlistment type.
2. Depress the carriage return key.

NGBILD: NGTYPE /SOC SEC #/NAME /CIT /SX /BIRTHDAT / NGUIC /EDYRS/EDUC/DVRL/MVDB/PHY PROF /CP /REC ID /MATH / SCI/ AFQT/GT /GM /EL /CL /MM /SC /CO /FA /OF / ST / GCODE/
USER:
1. Enter the appropriate information under the factor labels and between the slashes. Valid values are found in table 11–2. Information entered under a slash will not be recorded and will produce a warning message.
2. Depress the carriage return key at the end of each line.

NGBILD: NGBILD: CHANGE(C), DISPLAY(D), OK(O), OR ERASE–RECORD(E)?
USER:
1. Select an option from the user option prompt above and follow the procedures described in table 11–1.
2. Depress the carriage return key.
   a. If O is entered and the record is complete, NGBILD will post the record for holding and return to the function selection prompt.
   b. If O is entered and the record is incomplete, NGBILD will print the following.

NGBILD:
NO VALUE FOUND FOR FACTOR–XXX
NO VALUE FOUND FOR FACTOR–YYY
NO VALUE FOUND FOR FACTOR–ZZZ
THIS RECORD IS INCOMPLETE FOR THE ENL TYPE ENTERED. YOU MAY POST(P) THE RECORD AS IS OR COMPLETE (C)IT NOW. RESERVATION NOT ALLOWED UNTIL ALL REQUIRED FACTORS HAVE BEEN ENTERED.
ENTER 'C' OR 'P' –

USER:
1. Enter P to post the new record for completion at a later time. NGBILD returns to the function selection prompt.
2. Enter C to complete the record and proceed to the next prompt.
3. Depress the carriage return key.

NGBILD: /XXX/YYY/ZZZ/(factor label prompts for factors listed in the previous prompt)
USER:
1. Enter data for the factors displayed between the slashes. Table 11–2 provides valid data values.
2. Depress the carriage return key.
   a. If there are no more errors or blanks, skip the next prompt.
   b. If there are linked factor errors, NGBILD will proceed to the next step.

NGBILD: (Error message concerning linked factors.)
/XXX/YYY/
USER:
1. Enter valid values under both factor label prompts. Paragraph 11–8 describes factor linkage in detail.
2. Depress the carriage return key.

NGBILD: NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
USER:
1. Enter the first letter of the function from the function selection prompt above and follow the appropriate procedures described in paragraphs 11–9 through 11–14. Figure 11–1 provides an example of the New function.
2. Depress the carriage return key.

```
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
[N]
 NGTYPE /
[SP1]
 SOC SEC#  / NAME                      / CIT / SX / BIRTHDAT / NGUIC /
 [102102102]   [BROWN, JOHN]            [Y]   [M]  [10/10/56]
 EDYRS / EDUC / DVRL / PHY PROF / CP  / REC ID   / AFQT / GT / GM / EL /
 [16]    [BACL]  [Y]   [1111111]   [NOR] [111111111]  [100]  [100][100][100]
 CL / MM / SC / CO / FA / OF / ST / MATH / SCI / MVDB / GCODE /
 [100][100][100][100][110][100][100]  [TRI]  [BIO] [100]   [121]
CHANGE (C), DISPLAY (D), OK (O), OR ERASE-RECORD (E)?
[O]
```

Figure 11–1. NGBILD New function

11–10. Change Function Procedures

Follow the procedures below to complete or change an applicant's record.

Table 11–5
Procedures to complete or change an applicant's record

NGBILD: SOCIAL SECURITY NO.
USER:
1. Enter the nine–digit social security number of the applicant whose record is to be changed or completed.
2. Depress the carriage return key.

NGBILD: DISPLAY(D), CHANGE(C), OK(O), OR ERASE–CHANGES(E)?
USER:
1. Enter an option selected from the user option prompt above and follow the procedures described in table 11–1. The Change option is used to enter data for factors left blank when the record was originally created.
2. Depress the carriage return key.
    a. If O is entered and the record is complete, NGBILD will return to the function selection prompt.
    b. If O is entered and the record is incomplete, NGBILD will proceed to the next step.

NGBILD:
NO VALUE FOUND FOR FACTOR – XXX
NO VALUE FOUND FOR FACTOR – YYY
NO VALUE FOUND FOR FACTOR – ZZZ

THIS RECORD IS INCOMPLETE FOR THE ENL TYPE ENTERED. YOU MAY POST(P) THE RECORD AS IS OR COMPLETE (C)IT NOW. RESERVATION NOT ALLOWED UNTIL ALL REQUIRED FACTORS HAVE BEEN ENTERED.
ENTER 'C' OR 'p'–

USER:
1. Enter C to complete the record and proceed to the next prompt.
2. Enter P to post the incomplete record for holding. NGBILD returns to the function selection prompt.
3. Depress the carriage return key.

NGBILD: /XXX/YYY/ZZZ/(factor prompts for values listed above as blank).
USER:
1. Enter valid values for the factors listed. Table 11–2 provides valid values for data; Paragraph 1l–8 describes the dynamic (variable) prompt requirements.
2. Depress the carriage return key.

NGBILD: DISPLAY(D), CHANGE(C), OK(O), OR ERASE–CHANGES(E)?
USER: 1. Enter an option selected from the user option prompt above and follow the procedures described in table 11–1.
2. Depress the carriage return key.
    a. If O is entered and the record is complete, NGBILD posts the record and proceeds to the next prompt.

Table 11–5
Procedures to complete or change an applicant's record—Continued

b. If O is entered and the record is incomplete, a list of missing factors and the message as shown above will be repeated.

NGBILD: NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END.
USER:
1. Enter the first letter of the function from the function selection prompt above and follow the appropriate procedures described in paragraphs 11–9 through 11–14. Figure 11–2 provides an example of the Change function.
2. Depress the carriage return key.

```
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
C
SOCIAL SECURITY NO.
102102102
DISPLAY (D), CHANGE (C), OK (O), OR ERASE-RECORD (E)?
D
NGTYPE  / SOC SEC#  / NAME                        / CIT / SX / BIRTHDAT /
   SP1    102102102    BROWN, JOHN                   Y    M    10/10/56
NGUIC  / EDYRS / EDUC / DVRL / MVDB / PHY PROF / CP  / REC ID     / MATH /
          16    BACL     Y     100     1111111   NOR   111111111    TRI
SCI  / AFQT / GT  / GM  / EL  / CL  / MM  / SC  / CO  / FA  / OF  / ST  /
BIO    100    100   100   100   100   100   100   100   100   100   100
GCODE /
   121
DISPLAY (D), CHANGE (C), OK (O), OR ERASE-RECORD (E)?
C SC
  SC  /
105
DISPLAY (D), CHANGE (C), OK (O), OR ERASE-RECORD (E)?
O
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
E
```

Figure 11–2. NGBILD Change function

11–11. Delete Function Procedures

Follow the procedures described below to delete an applicant's record.

Table 11–6
Procedures to delete an applicant's record

NGBILD: SOCIAL SECURITY NO.
USER:
1. Enter the nine–digit social security number of the applicant whose record is to be deleted.
2. Depress the carriage return key.

NGBILD:
XXXXXXXXX DELETED
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
USER:
1. Enter the first letter of a function from the function selection prompt and follow the appropriate procedures described in paragraphs 11–9 through 11–14. Figure 11–3 contains a sample deletion.
2. Depress the carriage return key.

```
            NEW,CHANGE,DELETE,SHOW,BRIEF LIST,END D
            SOCIAL SECURITY NO. 021021021
             21021021 DELETED
            NEW,CHANGE,DELETE,SHOW,BRIEF LIST,END E
```

Figure 11–3. NGBILD Delete function

11–12. Show Function Procedure

Follow the procedures below to display an applicant's record.

Table 11–7
Procedures to display an applicant's record

NGBILD: SOCIAL SECURITY NO.
USER:
1. Enter the nine–digit social security number of the applicant whose record is to be displayed.
2. Depress the carriage return key.

NGBILD:
Displays, applicant's record.
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
USER:
1. Enter the first letter of the function from the function selection prompt above and follow the appropriate procedures as described in
paragraph 11–9 through 11–14. Figure 11–4 provides an example of the Show function.
2. Depress the carriage return key.

```
    NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
    S
    SOCIAL SECURITY NO.
    102102102
     NGTYPE / SOC SEC#   / NAME                   / CIT / SX / BIRTHDAT /
       SP1      102102102     BROWN, JOHN              Y     M    10/10/56
     NGUIC  / EDYRS / EDUC / DVRL / MVDB / PHY PROF / CP   / REC ID    / MATH /
              16    BACL     Y     100    1111111   NOR    111111111    TRI
     SCI  / AFQT / GT  / GM  / EL  / CL  / MM  / SC  / CO  / FA  / OF  / ST  /
     BIO     100    100   100   100   100   100   110   100   100   100   100
    GCODE /
      121
    NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END
    E
```

Figure 11–4. NGBILD Show function

11–13. Brief List Procedures

Follow the procedures below to obtain a list sorted by social security number, of the applicants whose records are
being held by NGBILD for the location entered at the beginning of the program.

Table 11–8
Brief List Procedures

NGBILD:
Prints list of records being held.
NEW, CHANGE, DELETE, SHOW, BRIEF LIST, END.
USER:
1. Enter the first letter of the function from the function selection prompt above and follow the appropriate procedures described in paragraph
11–9 through 11–14. Figure 11–5 contains a sample of the Brief List function.

Table 11–8
Brief List Procedures—Continued

2. Depress the carriage return key.

```
NEW,CHANGE,DELETE,SHOW,BRIEF LIST,END ⑧
FOR LOCID AKK :
 123234345 BROWN, JOHN
 170520470 WYLY WILLIAM B JR
 105501050 FRITZ, MARY
 180500140 HALL, JEFFREY
NEW,CHANGE,DELETE,SHOW,BRIEF LIST,END ⑥
```

Figure 11–5. NGBILD Brief List function

Section IV
Output Description

11–14. Output
NGBILD provides output through the Brief List function, as illustrated in figure 11–5. Applicants' records being held for completion before processing through the NGRQST reservation program may be displayed through the Show or Change functions, so there is no other hard copy from NGBILD.

11–14A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

11–15. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
            : ILLEGAL XXXXXX
            : OCCURRED IN XXX WHEN CALLING XXXX

```
                : IN  XXXXXX  WHEN  RUNNING  XXXXX
                : RETURNED  BY  XXXX
                : ERROR  IN  XXXX
                : XXXX  NOT  FOUND
                : RECORD  DESCRIPTOR  HAS  XXXXXXX  RETURN  CODE  IS  XX
                : PLEASE  CALL  KEYSTONE  BRANCH
6. ERROR: READING  XXXXX
                : INVALID  XXXX  INDICATOR  IN  SUBROUTINE  XX
                : XXX  NOT  FOUND  ON  XXXX  FILE
                : XXXXX  ERROR–SUBROUTINE  XXXXXX
                : SIOXX–FOR  KEY  XXXXXX  AND  ACTION  XXXX  NUMREC = XXXXXXXX
                : ILLEGAL  XXXX  PASSED  TO  XXXXXX
                : BAD  XXXX  IN  XXXXXX
                : IN  XXXXX – X   XXXXX
                : CANNOT  FIND  XXXX  ON  XXXXXX
7. FATAL  ERROR – XXXXXX
8. SIOXX  ERROR: XXXXXX
9. INVALID  XXXXX  IN  SIOXX
10. INVALID  VALUE  FOR  XXXXX  IN  XXXXXX
11. BAD  RETURN  FROM  XXXX  IN  XXXXXX
12. PROBLEM  WITH  XXXX  XXXX  RECORD
         VALIDATING  XXXXXX  IN  XXXXXX
         READING  XXXXXXX
         IN  XXXXXX
13. UNABLE  TO  GET  DATA  FROM  XXXXXX
         VALIDATE  XXXX – X   XXXXX
         DECODE  XX  TYPE  XXXXXX
14. VSAM  ERROR – XXXX  ON  LUN  XXX
15. VMCF  ERROR – XXXXXX  FOR  LUN  XXX
16. NO  SINK  AVAILABLE  FOR  LUN  XXX
17. KEY/RECORD  DISAGREE,  KEY = XXXXXX  RECORD: XXXXX
18. FACTOR  XXXXXX  NOT  IN  DATA  DICTIONARY  (XXXX)
19. LOGIC  ERROR: XXXXXX   XXXXX
20. XXXXX  IS  OUT  OF  RANGE  XXXX  IS  AN  INVALID  XXXXX  FOR  COMPONENT  (XXXX)
21. THIS  OPTION  NOT  AVAILABLE  AT  THIS  TIME
      ACTION  IS  XXXX
22. NO  XXXXXX  FOUND  IN  XXXXX
23. XXXXXX  RECEIVED  BY  XXXX  IS  INCORRECT
24. $CTS  ERROR  IN  XXXX  ROUTINE
```

11–16. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 11–9
Operation Errors

MESSAGE:
INVALID LOCATION ID
ENTER LOCID
ACTION: The user has entered an invalid location ID code. Verify and Re–enter the code for your location.

MESSAGE: ERROR–INVALID SSN
ACTION: The user has entered an invalid social security number. Re–enter the nine–digit social security number with no spaces or dashes.

MESSAGE:
XXXX IS AN INVALID ENTRY FOR TYPE IN THIS PROGRAM
/NGTYPE/
   XXXX
ACTION: Enter a valid value for enlistment type under the incorrect entry and depress the carriage return key. Valid values are listed in table 11–2. A blank entry is not accepted for this factor.

MESSAGE: SSN NOT FOUND FOR YOUR LOCATION

Table 11–9
Operation Errors—Continued

ACTION: This is an information message. NGBILD is not holding a record for this social security number.

MESSAGE: NO RECORDS FOUND FOR YOUR LOCATION

ACTION: This is an information message related to the Brief List function. There are no applicant records being held under the location ID entered at the beginning of NGBILD procedures.

MESSAGE:
ERROR – RESERVATION DATE BLANK ON
FOLLOWING RECORD – PLEASE NOTIFY RQST OFFICE

ACTION: During execution of the Brief List function, NGBILD will print a record after this message. Follow the instruction above.

MESSAGE:
1. MIN AGE REQUIREMENT NOT MET (DOB = XX/XX/XX)
2. XXXX IS NOT ALLOWED FOR NATIONAL GUARD

ACTION: If age and education values are correct as entered, the applicant is not eligible for the National Guard. Further processing is not possible.

MESSAGE: APPLICANT HAS 05H1 POTENTIAL – MUST ALSO MEET EXISTING QUALIFICATIONS

ACTION: This is an information message for use in NGRQST processing. No action is required on the user's part.

MESSAGE: INVALID TYPE ON HOLDING RECORD

ACTION: The user has entered an invalid type. Reenter a valid type.

MESSAGE: INVALID FACTOR ABBREVIATION

ACTION: The user has entered an invalid value for a factor abbreviation in the execution of the Change user option. Enter C, a space, the factor label exactly as it appears on the record, (up to eight characters including any spaces or dashes) and depress the carriage return key. See table 11–1 for the Change user option procedures.

MESSAGE: XXXXXXX/XXXX ALREADY EXISTS – TRANSACTION FAILED

ACTION: A record is already being held by NGBILD for the social security number indicated in the message above. The record may be accessed through the Change, Show or Brief List functions. The record created for this social security number in the New function has been erased.

MESSAGE: YEARS OF EDUCATION (XX) NOT CONSISTENT WITH EDUCATION CODE (XXXX)

ACTION: The value for years of education and the education code are linked factors. For example, an applicant cannot have 10 years of education and a college degree (BACL). The prompts for re–entry of data will appear together, i.e., EDYRS/EDUC/. Re–enter valid values for both factors. Table 11–2 provides valid descriptions.

MESSAGE:
WARNING: DATA UNDER THE SLASH IN COLUMN XXX
DATA NOT INSIDE SLASHES IS IGNORED

ACTION: Any data entered under the slashes is not recorded. There are 80 columns or spaces on the terminal. Find the entry that is under the indicated slash and decide whether or not the non–recording of this data invalidates the entry. Changes can be made through the Change user option when the option prompt appears. See table 11–1 for user options.

MESSAGE:
ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY FOR XXXXXXXX   XXXXX (or blank)
/factor label/

ACTION: Enter a valid value for the factor indicated. Make the entry between the slashes and see table 11–2 for valid factor values. If the space is left blank, a blank will be recorded on the record and the invalid value erased.

MESSAGE: RECRUIT RECORD ALREADY EXISTS FOR SSN XXXXXXXXX

ACTION: This record has failed a duplicate SSN check. The record already exists on the recruit file.

MESSAGE: PROBLEM WRITING RECORD TO THE PREVENT FILE

ACTION: The SSN has been found on the PREVENT file. Duplicate SSNs are not allowed.

Chapter 12
NGCNCL Program

Section I
Program Summary

12–1. Purpose
The NGCNCL program enables the user to cancel an applicant's training reservation. Reservations must be cancelled immediately upon learning that an applicant will be unable to occupy the reserved training seat. Canceling a reservation includes the cancellation of the applicant's advanced individual training (AIT) seat and BT class space. Cancellation of a reservation makes a seat available to another applicant. When a training reservation is cancelled, the appropriate counters in the Quota, Recruit, Cancellation, Activity, Yearly Limit, Empty Spaces, BCT and BAT files are adjusted.

12–2. Applicability
The NGCNCL program is accessed by the following user groups:
   a. Accession Management Branch, MILPERCEN
   b. KEYSTONE Branch
   c. National Guard State Headquarters
   d. ARNG MEPS Guidance Counselors
   e. National Guard Bureau, Pentagon

Section II
Input Requirements

12–3. Data Items
NGCNCL requires the user to enter the items described below in table 12–1.

Table 12–1
NGCNCL input data items

Field Name	Field Label	Valid Values
Social security number	SOC SEC NO	Nine–digit number without spaces or dashes. Example: 111223333
Selection number	SEL #	As assigned to the reservation by NGCNCL.
Cancellation code	Reason code number	1–13.

12–3A. (Title not used)
Paragraph not used.

Section III
Program Operation

12–4. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

   ENTER PROGRAM NAME. 'LIST' OR 'OFF'

The user enters NGCNCL and depresses the carriage return key. The program is now ready to communicate with the user.

12–5. Procedures
Follow the procedures described below to cancel a training reservation. See figure 12–1 for sample execution.

Table 12–2
Procedures to cancel a training reservation

NGCNCL: ENTER SOC SEC NO OR END?
USER:

Table 12–2
Procedures to cancel a training reservation—Continued

1. Enter the applicant's nine–digit social security number without spaces or dashes.
2. Depress the carriage return key.

NGCNCL:
PERSONNEL DATA–PRIVACY ACT OF 1974 (5 USC 552A)
SEL #1
SOC SEC #   / NAME   /SX /MOS / RECEPT / REC ID emsp;/
121212121   SMITH, JAMES   M   11B1   1l/04/83 111111111
CANCELLATION (YES, NO)?

USER:
1. Enter Y to make the cancellation and receive the next prompt. Enter N if the cancellation is not desired, which returns the user to the beginning of the program.
2. Depress the carriage return key.

NGCNCL: ENTER SELECTION #TO BE CANCELLED?
USER:
1. Enter the applicant's selection number (SEL #) as listed by the program. This prompt does not appear if there is only one record on file for the specified social security number.
2. Depress the carriage return key.

NGCNCL: SHOW CANCELLATION CODES AND DESCRIPTIONS (Y OR N)?
USER:
1. Enter Y to obtain a list of cancellation codes and descriptions, or enter N if the list is not required.
2. Depress the carriage return key.

NGCNCL: Prints a list of cancellation codes and descriptions if Y is entered in response to the previous prompt. For either Y or N, the program prints the following message:
ENTER REASON CODE NUMBER
/   /
USER:
1. Enter a valid cancellation code number between the slashes.
2. Depress the carriage return key.

NGCNCL: CANCELLATION SUCCESSFUL

ENTER SOC SEC NO OR END?
USER:
1. Enter another applicant's social security number or enter E to terminate the program.
2. Depress the carriage return key.

Section IV
Output Description

12–6. Output
NGCNCL provides: the selection number for the reservation that is to be cancelled; the name of the individual for whom the reservation is being held; the individual's sex; the individual's MOS; the reception station date; and the recruiter ID. NGCNCL also provides, at the user's option, the list of cancellation reason codes and descriptions. Figure 12–1 shows sample output.

```
NATIONAL GUARD CANCELLATION ROUTINE.

ENTER SOC SEC NO OR 'END'?
121212121

                    PERSONNEL DATA-PRIVACY ACT of 1974 (5 USC 552A)

SEL # 1
 SOC SEC #   / NAME                      / SX / MOS  / RECEPT   / REC ID     /
 121212121     SMITH, JAMES                M    11B1   11/04/83   111111111

CANCELLATION (YES, NO)?
Y

ENTER SELECTION # TO BE CANCELLED?
1
SHOW CANCELLATION CODES AND DESCRIPTIONS (Y OR N)Y
 1   DECLINED ENL
 2   POLICE RECORD
 3   MEDICAL DISQUAL
 4   JOINED OTHR COMP
 5   CHANGED MOS
 6   CHANGE STARTDATE
 7   FRAUDULENT ENL
 8   DOUBLE ALLOCATN
 9   TRADOC DISCHARG
10   UNQUALIFIED
11   NO SHOW
12   OTHER REASONS
13   CONFLICT CIV EMP
ENTER REASON CODE NUMBER
/   /
3
YOU PICKED
3   MEDICAL DISQUAL
O.K.?    (Y OR N)
Y
CANCELLATION SUCCESSFUL.

ENTER SOC SEC NO OR END?
E
```

Figure 12–1. NGCNCL procedures

12–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

12–7. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. CANNOT OPEN FILE 3
2. CANNOT OPEN FILE 44
3. CANNOT READ FILE 3

4. READ OF LUN46
5. BCT FILE NOT UPDATED; ERROR IN DATE
6. CANNOT READ LUN9
7. BCT FILE NOT UPDATED; LOCATION NOT FOUND
8. CANNOT WRITE TO LUN9
9. ERROR OPENING LUN1
10. ERROR READING 1ST GROUP OF RECORDS, LUN1
11. ERROR READING 2ND GROUP OF RECORDS, LUN1
12. READ OF LUN46
13. WRITE ON LUN46
14. BCT FILE NOT UPDATED; INVALID LOCATION NAME
15. IS NOT IN CURRENT OR LAST FISCAL YEAR
16. NOT ON EMPTY SPACES FILE
17. NO QUOTA FOUND FOR MOS CODE
18. MOS CODE____ NOT IN QUALIFICATIONS FILE
19. ANNUAL FILE NOT DECREMENTED ——
    FISCAL YEAR NO LONGER ON FILE
20. LOCID:____CANCELLATION FOR SSN:____
    SEL. NO.____NOT SUCCESSFUL – RESERVATIONS ON
    QUOTA FILE WOULD BECOME NEGATIVE. NOTIFY REQUEST OFFICE
21. INVALID ACTION SENT TO REPFY
22. CANNOT OPEN LUN23
23. CANNOT READ FY IN REPFY
24. CANNOT READ LUN23 IN REPFY
25. CANNOT WRITE TO LUN23 IN REPFY
26. CANCELLATION FOR SSN: 222000222 LOCID: 00
    DID NOT UPDATE MULTIPLE LOCATION FILE
    NOTIFY REQUEST OFFICE
27. STOP OPEN FILE 54
28. STOP READ SEGMENT
29. STOP BAD READ RECCAN
30. STOP WRONG ACTING OF AUTOMATIC SEGMENT ASSIGNMENT
31. STOP BAD WRITE RECORD
32. STOP BAD READ OF NUMBER OF SEGMENTS
33. STOP BAD WRITE INTO FILE THE NUMBER OF SEGMENTS
34. STOP BAD WRITE SEGMENT
35. STOP BAD DELETION
36. *** I/O ERROR ON UNIT: 0
    *** START ADDRESS OF RECORD: 0
    *** LENGTH OF RECORD: 0
    *** RETURN CODE (DECIMAL):   4 (OCTAL): 000000000004
37. AIT RECORD NOT ON HASH FILE
38. ERROR – AIT RECORD NOT DELETED – KFIND
39. ERROR – KFIND
40. SSN NOT ON HASH FILE
41. ERROR TRAINING TYPE – PHASE SPT
42. ERROR IN #OF PHASE RECORDS
43. ERROR IN TRAINING TYPE DCPHAS
44. ERROR IN INUNIT ADJUSTMENT – DCPHAS
45. RECORD NOT ON PREVENT FILE FOR THIS SSN
46. PROBLEM IN CANCELLING NON–SPLIT RECORD

12–8. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 12–3
List of possible operation error messages and the corrective action to be taken for each.

MESSAGE: SOC SEC NO IS INVALID
ACTION: The user has entered an invalid social security number. Enter the applicant's nine digit social security number without spaces or dashes.

MESSAGE: NO RECORD FOUND FOR THIS SOC SEC NO.
ACTION: Verify the social security number and Re–enter it. If the message appears again, either the cancellation cannot be made at this terminal, or the reservation has already been cancelled.

MESSAGE: INVALID SELECTION #
ACTION: Enter the selection number as printed by the program. See figure 6–1.

MESSAGE: SEL NO ____ HAS ALREADY BEEN CANCELLED
ACTION: The selection number entered by the user has already been cancelled. Enter another selection number.

MESSAGE: INVALID CANCELLATION REASON
ACTION: Enter a valid reason code from table 6–1. The reason codes must be entered as 1, 2, 3, and so on.

MESSAGE: CANNOT CANCEL – AIT RESERVATION EXISTS
ACTION: The AIT half of a SPT enlistment type reservation exists on file and must be cancelled in order for the other half of the reservation to be cancelled. Cancel the AIT half of the reservation, and continue with normal cancellation procedures.

MESSAGE: CANNOT CANCEL – AIT RESERVATION EXISTS ON ANOTHER LOCID – PLEASE CALL THE REQUEST OFFICE
ACTION: Call the REQUEST/RETAIN Branch to have the AIT half of the SPT enlistment type reservation cancelled. The user may then proceed to cancel the reservation according to normal procedures.

Chapter 13
NGGET Program

Section I
Program Summary

13–1. Purpose
The NGGET program enables the user to retrieve the record of an applicant for whom a training reservation has been made. To obtain the record, the user must enter the location ID where the reservation was made and the applicant's social security number. The NGGET program allows the user to make certain changes to an applicant's record if the disposition of the applicant's enlistment has not been confirmed through the NGRQST program. Information that can be changed is as follows:

(1) The total number of years of education
(2) Educational level
(3) Birth date
(4) Order number

13–2. Applicability
The NGGET program is accessed by the following user groups:
  a. Accession Management Branch, MILPERCEN
  b. State HQ
  c. Reception stations
  d. NGB
  e. KEYSTONE Branch

13–3. Functions
NGGET has two functions. These include:
  a. Report Only displays to the user a specified recruit's record.
  b. Report/Update enables the user to change the recruit's civilian education code, the total number of years of civilian education, date of birth, National Guard UIC, and order number. While operating in this function, information may be altered as required by entering one of the user options described in table 13–1.

13–4. Options
NGGET provides the user with the following options in the Report/Update function: Display, Change, OK, and End.

Table 13–1
NGGET user options

User Option	Function
DISPLAY(D)	Enter D and depress the carriage return key to display a specified recruit record on the terminal. The program then returns to the ENTER SSN OR END prompt.
CHANGE(C) or MORE CHANGES(C)	Enter C and depress the carriage return key to change information. NGGET will print the factors with the values as originally entered. Enter the new values under the original values or blanks and depress the carriage return key.
OK(O)	Enter OK or O and depress the carriage return key to indicate that the entries are correct and should be posted. This OK option must be used after the Change option in order to update the file according to the changes.
END	Enter E to return to the second prompt in the procedures (ENTER SSN OR END).

Section II
Input Requirements

13–5. Data Items
NGGET requires the user to enter the first two items described below in table 13–2a. Changes may be made to the following factors.

Table 13–2A
NGGET input data items

Field Name	Field Label	Valid Values
Location identification code	LOCID	The location identification code denoting the location where the applicant's reservation was made.
Social security number	SSN	The applicant's nine–digit social security number without spaces or dashes.
Years of civilian education	EDYRS	The total number of years of education.
Civilian education	EDUC	The type of education corresponding to the four-character code as listed below:
		NHSG = Non–high school graduate
		HSSR = High school senior
		HSDG = High school diploma graduate
		GEDH = High school equivalency
		COMP = Certificate of completion
		ATTN = Certificate of attendance
		CLEP = First year college equivalence
		ASSC = Associate degree
		NURS = Professional nursing diploma
		BACL = Baccalaureate
		MAS = Master's degree
		PMAS = Post master's degree
		DOCT = Doctorate
		PROF = Professional certificate of completion.
Date of birth	BIRTHDAT	The applicant's date of birth in DD/MM/YY format, including the slashes.
Order number	ORDER NO	The number on the enlistee's published orders.

13–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

13–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters NGGET and depresses the carriage return key. The program is now ready to communicate with the user.

Prompt (1): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER LOCID OR 'END'

Table 13–2B
Initiation Procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the location identification code.	2
Enter END to terminate the NGGET.	EXIT
2 Depress the carriage return key.	

Prompt (2): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SSN OR END (E)

1 The user should now enter **one** of the following responses:	
Enter the social security number of the applicant whose record is desired.	3
Enter E to terminate this path.	END
2 Depress the carriage return key.	

13–7. Report/Update Procedures

Follow the procedures described below to execute the NGGET program.

Prompt (3): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT ONLY(R), REPORT/UPDATE(U) OR END(E)

Table 13–2C
Report/Update Procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to report a specific recruit record. The program prints the desired record. See figure 13–1 for a sample report.	2
Enter U to change certain factor values within the recruit record.	4
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (4): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DISPLAY(D), CHANGE(C) OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter D to obtain a report of the applicant's record. The program prints the record and repeats this prompt.	4
Enter C to change certain factor values in the applicant's record.	5
Enter E to return to the second prompt in the Initiation procedures.	2
2 Depress the carriage return key.	

Prompt (5): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

```
/EDYRS    /EDUC    /BIRTHDAT    /NGUIC/ORDER NO
  XX        XX     XX/XX/XX
```

1 The user should now enter the new values.	
Enter the new factor value(s) underneath the old factor value(s), keeping within the slashes.	6
2 Depress the carriage return key.	

Prompt (6): NGGET will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DISPLAY(D), OK(O), MORE CHANGES(C) OR END(E)?

1   The user should now enter **one** of the following responses:

Table 13–2C
Report/Update Procedures—Continued

Steps	Next Prompt
Enter **D** to display the newly entered changes.	6
Enter **O** to accept the changes made. NGGET responds 'RECRUIT FILE HAS BEEN UPDATED' and returns to allow the user to enter another SSN.	2
Enter **C** display the factor values in order to make additional changes in the applicant's record.	5
Enter **E** to return to the Initiation Procedures paragraph.	2
2 Depress the carriage return key.	

```
ENTER LOCID:   XX

ENTER SSN OR END(E):   021111111

REPORT ONLY(R), REPORT/UPDATE(U), OR END(E)? R

NGTYPE / SOC SEC #  / NAME                           / SX / NGUIC  / ENLIST   /
  SP1    468645129    JI                               M             06/08/82
RESERV   / SHIP DAT / RECEPT   / BT LOC   / MOS  / AIT DATE / AIT LOC  / CIT /
06/08/82   12/08/82   16/08/82   JACKSON                                  Y
BIRTHDAT / EDYRS / EDUC / DVRL / MVDB / PHY PROF / CP   / MATH / SCI  / AFQT /
05/05/55     12    HSDG      Y    111    1111111   NOR    ALG   CHE     100
GT  / GM  / EL  / CL  / MM  / SC  / CO  / FA  / OF  / ST  / REC ID  /
111   111   111   111   111   111   111   111   111   111   111
BAT DATE / PRE MOS / AITDATE2 / AIT LOC2 / ADMIN CD / LOCID / GCODE/
                                           NON      VA      159

SP1-INAC    /SP1 TEST     /REOSUT/ RPLADM/
                     MOST      NON

ENTER SSN OR END(E):   E
```

Figure 13–1. NGGET Report Only sample

```
ENTER LOCID:   XXX
ENTER SSN OR END(E):   021111111

REPORT ONLY(R), REPORT/UPDATE(U), OR END(E)?   U

DISPLAY(D), CHANGE(C), OR END(E)?   C
/ EDYRS /  EDUC / BIRTHDAT / NGUIC / ORDER NO /
   12      HSDG   01/01/60
                  NURS

DISPLAY(D), OK(O), MORE CHANGES(C), OR END(E)?   OK
RECRUIT FILE HAS BEEN UPDATED

ENTER SSN OR END(E):   E
```

Figure 13–2. NGGET Report/Update sample

Section IV
Output Description

13–8. Output
NGGET provides the following data items in the reports generated in the Report function and Display option.

Table 13–3
NGGET output data items

Field Name	Field Label	Content Description
Enlistment type	NG TYPE(4)	SP1 or 2 = Non–prior service enlistments with the split training option BT and AIT RET = Retrainee NPS = Non–prior service ES = Eskimo Scout CAS = Civilian acquired skill (NPS) IS = In service NUSD = Not used
Social security number	SOC SEC #	The applicant's nine–digit social security number entered without spaces or dashes.
Name	NAME(8)	The applicant's name in last, first, middle initial order.
Sex	SX(1)	M or F.
National Guard unit identification code	NGUIC	The seven–character identifying code of the specified unit.
Enlistment date	ENLIST	The applicant's date of enlistment, in DD/MM/YY format, including the slashes.
Reservation date	RESERV	The applicant's reservation date, in DD/MM/YY format, including the slashes.
Shipping date	SHIP DAT	The date the applicant must report to be shipped to the assigned training station.
Reception date	RECEPT	The applicant's reception date, in DD/MM/YY format, including the slashes.
Basic Training location	BT LOC	The eight–character abbreviation for the location of the applicant's Basic Training.
Military Operational Specialty	MOS	The code for the applicant's Military Operational Specialty.
Advanced Individual Training date	AIT DATE	The start date of the applicant's Advanced Individual Training, in DD/MM/YY format.
Advanced Individual Training location	AIT LOC	The ten–character abbreviation for the locations of the applicant's Advanced Individual Training.
U.S. Citizenship	CIT(1)	Y or N.
Race	RACE(1)	C = Caucasian R = American Indian N = Negro M = Asian X = Other Z = Unknown
Date of birth	BIRTHDAT	The applicant's date of birth in DD/MM/YY format, including the slashes.
Years of civilian education	EDYRS(2)	The total number of years of education.
Civilian education	EDUC(7)	The type of education corresponding to the four–character code as listed below: NHSG = Non–high school graduate HSSR = High school senior HSDG = High school diploma graduate GEDH = High school equivalency COMP = Certificate of completion ATTN = Certificate of attendance CLEP = First year college equivalence ASSC = Associate degree NURS = Professional nursing diploma BACL = Baccalaureate MAS = Master's degree PMAS = Post master's degree DOCT = Doctorate PROF = Professional certificate of completion.
Valid driver's	DVR LI(1)	Y or N
Motor vehicle test score	MVDB(3)	Valid between 1 and 135. battery score

Table 13–3
NGGET output data items—Continued

Field Name	Field Label	Content Description
Physical profile	PHY PROF (7)	Seven–digit physical profile code. Digits 1 through 6 are valid between 1 and 4. Digit 7 is valid 1 through 4,6, and 7.
Color perception	CP (3)	NON = No color discrimination R/G = Red/green discrimination NOR = Normal.
High school math level	MATH (3)	GEN = General ALG = Algebra GEO = Geometry TRI = Trigonometry.
High school science level	SCI (3)	GEN = General BIO = Biology CHE = Chemistry PHY = Physics.
AFQT score	AFQT (3)	Valid between 16 and 100 for males. Valid between 50 and 100 for females.
GT test score	GT (3)	Valid between 0 and 160.
GM test score	GM (3)	Valid between 0 and 160.
EL test score	EL (3)	Valid between 0 and 160.
CL test score	CL (3)	Valid between 0 and 160.
MM test score	MM (3)	Valid between 0 and 160.
SC test score	SC (3)	Valid between 0 and 160.
CO test score	CO (3)	Valid between 0 and 160.
FA test score	FA (3)	Valid between 0 and 160.
OF test score	OF (3)	Valid between 0 and 160.
ST test score	ST (3)	Valid between 0 and 160.
Recruiter ID	REC ID (9)	The recruiter's nine–digit identification number.
Basic Airborne Training	BAT DATE	The start date of the applicant's Basic Airborne Training.
Previous MOS	PRE MOS	The applicant's previous military operational specialty.
Second Advanced Individual Training date	AIT DATE2	The start date of the applicant's period of Advanced Individual Training for the prerequisite MOS.
MOS priority	MOS PRI	Value range 1–5.
Second Advanced Individual Training location	AIT LOC2	The ten–character abbreviation of the Advanced Individual Training location for' a prerequisite MOS.
	ADMIN CD	
Location identification	LOCID	The applicant's location identification code.
G code	GCODE	G Code.
SP1 Inactive Indicator	SP1–INAC	SP1 Inactive Indicator.
SP1 Inactive Indicator Text	SP1 TEXT	SP1 Inactive Indicator Text.
OSUT Indicator for Redef.	REOSUT	OSUT Indicator for OSUT redef.
Replicate Administrative Code	RPLADM	Replicate Administrative Code.

13–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

13–9. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. BAT FILE NOT DECREMENTED – RESERVATION WOULD BECOME NEGATIVE
2. BONUS AWARD EXCEEDS MAXIMUM AWARD LEVEL. CALL REQUEST OFFICE.
3. SYSTEM ERROR–FACTOR NOT ON RECORD. CALL REQUEST OFFICE.
4. SYSTEM ERROR – 100 – CALL REQUEST OFFICE
5. ERROR – INVALID MSG IN EDOPER
6. NUMOPT=0 WHEN PROCESSING ACTTYP
7. INVALID RTN FOR ACTION WHEN PROCESSING ACTTYP
8. RETURN FROM UNTACT—NOUNT=XX NUIT89 (1) = XXXX
    MISINF=XXX DUMARR(1)=XXXX
9. SI088 SYSTEM ERROR:
    YY=XXX MM=XXX CTS=XXXXX MOS=XXXX OPTION=XX

ACTION=XXX RECTYP=XXX RTN=XXXXX
CALL REQUEST OFFICE
10. SI071 SYSTEM ERROR:
LOCID=XXXX SSN=XXXXXXXXXXX ACT=XXX RECTYP=XXX RTN=XXXXX CALL REQUEST OF-FICE
11. INVALID ACTTYP=XXX
12. INVALID ACTTYP=XXX
13. CALL REQUEST OFFICE
14. SYSTEM ERROR. LOGICAL RELATION CODE OUT OF RANGE OPR=XX CALL REQUEST OFFICE.
15. SYSTEM ERROR: LOGICAL OPERATOR CL ENCOUNTERED IN SUBROUTINE EVALU. CALL REQUEST OFFICE
16. SYSTEM ERROR: LOGICAL RELATION NOT GE FOR PHYSICAL PROFILE. CALL REQUEST OFFICE
17. ERROR: LINE LENGTH IS GREATER THAN 80 IN SUBROUTINE EXTRCT. CALL REQUEST OFFICE
18. SYSTEM ERROR: INVALID NUMBER OF FACTORS PASSED TO GENFIO. PLEASE CALL THE REQUEST OFFICE. THE INVALID NUMBER OF FACTORS IS XXXX
19. SYSTEM ERROR. FACTOR NUMBER IS NOT IN THE RECORD DESCRIPTOR ARRAY OR THE ARRAY IS NOT SORTED. PLEASE CALL THE REQUEST OFFICE
20. SYSTEM ERROR. RECORD DESCRIPTOR RECORD HAS IMPROPER START BIT OR LENGTH IN BITS. CALL REQUEST OFFICE. START BIT=XX. LENGTH IN BITS=XX. FACTOR NUMBER=XXXX.
21. SYSTEM ERROR: LENBYT OUT OF RANGE. LENBYT=XXXXX.
CALL REQUEST OFFICE
22. SYSTEM ERROR: NUMBER OF BYTES FOR AN INTEGER FIELD IS XXXX. CALL REQUEST OFFICE. THE FACTOR NUMBER IS XXXX.

The following are information messages that may occur during the execution of NGGET.

23. RECORD FOUND BUT RESERVATION HAS NOT BEEN MADE
24. VERIFIED RECORD–NO CHANGES CAN BE MADE
25. SPACE NOT AVAILABLE FOR UNIT XXXX
26. NO BAT SPACE AVAILABLE

13–10. Operation Errors
The following list contains a representative sample of possible operation error messages and the corrective action to be taken for each.

Table 13–4
Operation Errors

MESSAGE: INVALID LOCATION ID:
ACTION: The user has entered in invalid location identification code. Enter a valid location ID.

MESSAGE: NO RECORD FOUND FOR SSN XXXXXXXX
ACTION: The user has entered a social security number for which no recruit record exists. Verify and enter a valid social security number.

MESSAGE: YEARS OF EDUCATION XXXX NOT CONSISTENT WITH EDUCATION CODE XXXX
ACTION: The user has entered a value for years of civilian education which does not correspond with the recruit's education code. Enter a value for years of civilian education which corresponds with the education code.

MESSAGE: WARNING: DATA UNDER THE SLASH IN COLUMN XXX DATA NOT INSIDE THE SLASHES IS IGNORED
ACTION: The user has entered a factor value directly beneath or outside the slashes in the factor column. Enter the factor value between the slashes.

MESSAGE: WARNING: THE ENTRY FOR XXXXXXX IS TOO LONG. THE MAXIMUM INPUT LENGTH FOR THIS FACTOR IS XX CHARACTERS. ONLY THE LEFTMOST XX CHARACTERS HAVE BEEN USED.
ACTION: The user has entered too many characters in the space provided by the factor column. Enter the appropriate value for the factor, keeping within the slashes.

MESSAGE:
ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY
FOR XX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ACTION: The user has entered an invalid factor value for the indicated factor. Enter a valid factor value.

MESSAGE: INVALID RESPONSE
ACTION: The user has entered an invalid response to a prompt. Enter a valid response.

Chapter 14
NGPROG PROGRAM

Section I
Program Summary

14–1. Purpose

The NGPROG program reports and updates the Annual Accession file for the National Guard. Training information can be reported in eight different formats which range from specific data associated with one MOS or CMF code, to annual totals for a specific fiscal year for all MOSs. In addition, there is a ninth report type which allows the user to list the user IDs which have access to NGPROG.

Through the update capability, quota and status codes can be revised to reflect current accessions information for a specific fiscal year. The fiscal year to which an accession is credited is determined by the starting date of the AIT (Advanced Individual Training) of the individual. The accession accounting records for skill factors associated with each MOS or CMF may also be adjusted through the Update capability of this program.

14–2. Applicability

The NGPROG program is accessed by the following user groups:

a. KEYSTONE Branch,

b. National Guard Bureau, and

c. TRADOC.

14–3. Functions

NGPROG has two functions. These are to report and to update the Annual Accession file. Management users can both report and update. Other users are restricted to the report function.

a. Report. Provides the user with nine types of report formats from which to choose. The user may define and restrict the range of a report by entering specific criteria regarding MOS and CMF codes. The nine report types include:

(1) *Regular Complete (1).* A report of annual accessions to a specific MOS or CMF code for a particular fiscal year. Refer to figure 14–2 for an example.

(2) *Regular Type (2).* A report similar to the Regular Complete, without the female component breakdown by enlistment types. See figure 14–3 for a sample.

(3) *Regular MOS (3).* This report lists only totals and the female component for the fiscal year and MOS or CMF codes. Figure 14–4 contains an example of this report.

(4) *Annotated Complete (4).* This report extends the Regular Complete report to include a further analysis of the totals. Refer to figure 14–5 for a sample report. The KEYSTONE Branch may choose to have this report dumped to tape. The tape output will have no headers. Management user who are using an IBM PC–AMB02 or KEY02 Manager's Workstation, as opposed to a regular REQUEST terminal, can use NGPROG to download the Annotated Complete report to a disk for use in the AMB FOCUS Applications Program.

(5) *Annotated Totals (5).* An abbreviated form of the Annotated Complete report. See figure 14–6 for a sample of the report.

(6) *All Components Composite (6).* A report of total Army training space, summarized by National Guard, Active Army, and Army Reserve components. See figure 14–7 for a sample report.

(7) *Accession Accounting (7).* A report of an Accession Accounting record containing factors and values associated with a specific MOS or CMF code. See figure 14–8 for a sample.

(8) *Fiscal Year Summary (8).* A short report of total National Guard accessions. Figure 14–9 provides an example of this report.

(9) *User Report (9).* Allows the user to report the user IDs which have access to NGPROG. Management users are also able to add, change or delete user ID access to NGPROG: Figure 14–10 provides an example of this capability.

b. Update. Allows the user to add additional accession accounting records to the annual files, or to modify an existing record. This Update function also allows the user to adjust quota and status codes for specific MOS training.

Section II
Input Requirements

14–4. Data Items

NGPROG requires the user to enter the items described below in table 14–1 for the Report function. NGPROG requires the user to enter the items described in table 14–1, in addition to the items described in table 14–2 for the update of quota and status codes. The items in table 14–3 are required for the update of an Accession Accounting

report (type 7). All report formats and contents may be changed by management; therefore, the data items listed in the tables may not all appear, some may be dropped or new ones added. The report figures are sample illustrations only.

Table 14–1
NGPROG Report function data items

Field Name	Field Label	Valid Values
Fiscal year	FY (2)	Two digits denoting fiscal year which runs from October to September. For example, 82 denotes the FY running from October 1981 through September 1982.
Report selection	REPORT SELECTION (2)	Enter the two–letter code for the type of report wanted. RC: REGULAR COMPLETE REPORT RT: REGULAR TYPE REPORT RM: REGULAR MOS REPORT AC: ANNOTATED COMPLETE REPORT AT: ANNOTATED TOTAL REPORT CR: ALL COMPONENTS COMPOSITE REPORT FY: FISCAL YEAR SUMMARY REPORT UR: USER REPORT
MOS	MOS (4)	The code for Military Occupational Specialty.
CMF	CMF (2)	The code for Career Management Field.
Staff ID	STAFF ID (2)	The code for staff identification.
Skill cluster	SKILL CLUSTER (2)	The two–character code for a group of related CMFs.
Enlistment type	TYPE (4)	The code indicating service type and skill acquisition: PS = Prior service. NPS = No prior service. IS = In–service. GAS = Civilian acquired skills. RET = Retraining. SP1 = Split training option beginning with BT. SP2 = Split training option beginning with AIT. F or M as the last letter of any of the above codes indicates the sex of the individual. F = female, M = male.

Table 14–2
NGPROG Quota and status code data items

Field Name	Field Label	Valid Values
Quota status	OPEN or O	Quota space available. Yes or Y = quota open. No or N = quota closed.
Original projection	ORIG PROJ	The number of quota spaces originally projected.
Adjusted original	ADJ ORIG	The adjusted number of spaces.
Spaces filled	FILL	The number of quota spaces filled.
Percentage fill	% FILL	The percentage of the adjusted quota spaces filled.
Feminine component	FEM	The feminine component of the total values reported directly above this line.
TOGO	TOGO	The adjusted original (ADJ ORIG) total minus the unfilled spaces.
Capacity	CAP	NG TOTAL minus the summation of NGSP1 and NGSP2.
Unfilled spaces in the National Guard	NGUNF	The number of National Guard unfilled spaces.
NG DELTA	NG DELTA	TOGO minus unfilled spaces.
Total unfilled spaces	TOTAL UNF THRU SP1 SP2	The total number of unfilled spaces. These figures are derived from the Quota file for classes with AITs in this fiscal year (FY) and RECSTAs in the future with fine tuning and status codes turned off.
Cumulative Advanced Individual Training Goal	CAIT GOAL	The Cumulative Advanced Individual Training goal.
Actual Cumulative Advanced Individual Training Goal	CAIT ACTUAL	The actual CAIT spaces filled.

Table 14–3
NGPROG Accession Accounting record data items

Field Name	Field Label	Valid Values
Denial	DENY	A flag which indicates whether applicants will be denied a reservation. Y = yes. N = no.
Primary accession factor name	ACCESSION FACTOR NAME	An abbreviation of the primary factor name (up to eight characters).
Primary start value	PRIMARY START VALUE	The lower limit of the primary factor.
Primary end value	PRIMARY END VALUE	The upper limit of the primary factor.
Secondary accession factor name	SECONDARY ACCESSION FACTOR NAME	The abbreviation of the secondary factor name (up to eight characters).
Start value	START VALUE	The lower limit of the secondary factor.
End value	END VALUE	The upper limit of the secondary factor.
Percent for denial	PERCENT FOR DENIAL	The percentage to be denied within the indicated range of values.
National Guard goal	GOAL	The number of spaces projected for fill by the National Guard.
Number reserved	NUMBER RESERVED	The actual number of spaces filled at each level.
Total reservations	TOTAL RESERVATIONS	The total number of reservations filled.

Notes:

The active accession factor names, abbreviations and the valid ranges of values or codes are available through the information capability of the Update procedures.

14–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

14–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:
    ENTER PROGRAM NAME, 'LIST' OR 'OFF'
The user enters NGPROG and depresses the carriage return key. The program is now ready to communicate with the user. NGPROG begins:
Prompt (1): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
REPORT (R), UPDATE (U), OR END (E)?

Table 14–4
Initiation Procedures

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter R to generate Annual Accession reports. See paragraph 14–6 for more details on the Report function.	2
	Enter U to update Annual Accession information. See paragraph 14–9 for more details on the use of the Update function.	17
	Enter E to exit from the NGPROG program.	EXIT
2	Depress the carriage return key.	

14–6. Report procedures
Follow the procedures described below to utilize the Report function of NGPROG. Table 14–1 contains the data input item description.

Prompt (2): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY/ENTER SELECTION, DISPLAY MENU (D) OR END (E)

Table 14–5
Report procedures

Steps	Next Prompt
1 **Enter the two–digit fiscal year.**	
Enter D to display the menu of report types and their two–letter codes. Skip step 2 of this prompt. See figure 14–1 for a sample of the report menu.	2
Enter E to terminate the program. Skip step 2 of this prompt.	EXIT
2 The user should now enter **one** of the following responses:	
Enter RC to print the Regular Complete report.	3
Enter RT to print the Regular Type report.	3
Enter RM to print the Regular MOS report.	3
Enter AC to print the Annotated Complete report.	
– If KEYSTONE Branch user, proceed to	6
– All other users:	3
Enter AT to print the Annotated Total report.	3
Enter CR to print the All Components Composite report.	3
Enter UA to print the Accession Accounting report.	
Enter FY to print the Fiscal Year Summary report.	2
NGPROG will print the report and return to this prompt.	
Enter UR to print the user report. Proceed to paragraph 14–8.	
– If report only capability:	9
– All other users:	10
3 Depress the carriage return key.	

Prompt (3): NGPROG will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. If the user chooses A, M, C, S, or I, NGPROG will print the desired report and return to the initial report prompt after the last step has been completed. See figures 14–2 through 14–10 for sample reports.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	2
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	2
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. the code must be separated by valid The C and delimiters (see paragraph 14–12 for a list of valid delimiters).	2
Example: C, 11,12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	2
Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	2
Example: I,11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	3
Enter E to return to the previous prompt.	2
2 The next user action depends upon the user selection above.	
If the user chose:	
A, H or E, depress the carriage return key (or enter key) once; **M, C, S or I,** the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:	
– **single code** depress the carriage return twice,	
– **list of codes,** depress the carriage return twice,	
– **range of codes,** depress the carriage return once.	

NOTE: See paragraph 14–12 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (4): NGPROG will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	5
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	5
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	5
Example: C, 11,12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	5
Example: S, GE, SS	

Table 14–5
Report procedures—Continued

Steps	Next Prompt
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters). Example: I, 11	5
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	4
Enter E to return to the previous prompt.	2

2   The next user action depends upon the user selection above.
    If the user chose:
    A, H or E, depress the carriage return key (or enter key) once; **M, C, S or I,** the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
       – **single code,** depress the carriage return **twice,**
       – **list of codes,** depress the carriage return **twice,**
       – **range of codes,** depress the carriage return **once.**	

NOTE: See paragraph 14–12 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (5): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

NPS/PS/IS/CAS/RET/MALE/FEMALE OR END(E)

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter an X** under the categories desired (one category plus Male or Female is required). NGPROG prints the NGB Accession Accounting report See figure 14–8 for a sample.	2
Enter E to return to the beginning of the Report function.	2
2 Depress the carriage return key.	

14–7. Annotated Complete report procedures for KEYSTONE Branch users

Prompt (6): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SELECTION, DISPLAY MENU (D) OR END (E)

Table 14–6
Annotated Complete report procedures for KEYSTONE Branch users

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter 1** to have an Annotated Complete report produced in interactive mode. The processing will go to the MOS prompt sequence in paragraph 14–6.	3
Enter 2 to have an Annotated Complete Report downloaded from TSPACE to a disk. Note: This option is only available to users who are using an IBM PC–AMB02 or KEY02 Manager's Workstation.	*
Enter 3 to have the Annotated Complete report dumped to tape. Processing will go to the next prompt.	7
Enter D to display the selections menu. See figure 14–5 for a sample figure.	6
Enter E to leave the report mode.	1
2 Depress the carriage control key.	
* The processing is fully described in Chapter 57 of the REQUEST National Guard User Manual (FOCUS–NG ANNOTATED ANNPRO (DOWNLOAD).	

Prompt (7): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER
START END OR END
FY   / FY

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter the two–digit fiscal years** for the report.	8
Enter END to return to the initial prompt.	1
2 Depress the carriage control key.	

Table 14–6
Annotated Complete report procedures for KEYSTONE Branch users—Continued

Steps	Next Prompt
Prompt (8): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	

TAPE 'ZXXXXX' ALLOCATED
THE TAPE # IS ZXXXXX
SEND OUTPUT TO SAC (1), SCHOOLS BRANCH (2). USAREC (3), OR FORSCOM (4), VETRO (5), VETRO (6), VETRO (7), VETRO (8), VETRO (9), VETRO (10), VETRO (11), BCS LASER (12)?

1	Enter an integer (1–12) to indicate where the output should go.	EXIT
2	Depress the carriage return key. The program will terminate.	
	The tape will be created at night. For delivery of the Tape, the P. O. C. should call the BCS Tape Library with the tape number given above, the system (CT52), and the user ID which ran the program. The next morning, the following message and list of prompts will be displayed on the high speed printer to confirm the successful creation of the tape.	

TAPE CREATION BEING PERFORMED IN BATCH
REPORT (R), UPDATE (U), OR END (E)?
FY/ENTER SELECTION, DISPLAY MENU (D), OR END (E)
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E)
FY/ENTER SELECTION, DISPLAY MENU (D), OR END (E)
REPORT (R), UPDATE (U), OR END (E)?

14–8. Users Information Procedures

Follow the series of procedures described below to report, add, change or delete information pertaining to users of NGPROG.

Prompt (9): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

USER REPORT (R) OR END (E)?

Table 14–7
Users Information Procedures.

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to report NGPROG user information NGPROG prints a short report of user information and returns the user to the beginning prompt in this structure.	2
Enter E to return to the beginning prompt in this structure.	2
2 Depress the carriage return key.	

Prompt (10): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E)?

1 The user should now enter **one** of the following responses:	
Enter R to report Annual Accession user information. NGPROG prints the short report of user information and returns the user to the beginning prompt in this structure.	10
Enter A to add one or more users to the information structure. See paragraph 14–8(a).	11
Enter C to change one or more users information. See paragraph 14–8(b).	13
Enter D to delete one or more users from the Information structure. See paragraph 14–8(c).	15
Enter E to gain access to the main Report and Update functions of NGPROG.	1
2 Depress the carriage return key.	

a. Add Capability.

Prompt (11): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ADD USER—ENTER USER NUMBER OR END (E)?

Table 14–8
Add Capability.

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the last three digits of the user identification number	12
Enter E to terminate the Add capability.	10
2 Depress the carriage return key.	

Prompt (12): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

```
VALID USER TYPES ARE:   (R) – – REPORT
                        (U) – – UPDATE (ALL FACTORS)
                        (L) – – REPORT (LIMITED)
                        (F) – – UPDATE (SPECIFIED FACTORS ONLY)


ENTER USER TYPE OR END (E)
```

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to designate report only user access.	10
Enter U to designate update (all factors) user access.	10
Enter L to designate limited–report user access.	10
Enter F to designate update (specified factors only) user access.	10
Enter E to terminate the User Information Structure.	10
2 Depress the carriage return key.	

b. Change Capability.

Prompt (13): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE USER—ENTER USER NUMBER OR END (E)?

Table 14–9
Change Capability

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the number of the user for which user type information is to be changed.	14
Enter E to terminate the Change capability.	10
2 Depress the carriage return key.	

Prompt (14): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

```
VALID USER TYPES ARE:   (R) – – REPORT
                        (U) – – UPDATE (ALL FACTORS)
                        (L) – – REPORT (LIMITED)
                        (F) – – UPDATE (SPECIFIED FACTORS ONLY)

ENTER USER TYPE OR END (E)
```

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to designate report only user access.	10
Enter U to designate update (all factors) user access.	10
Enter L to designate limited report user access.	10
Enter F to designate update (specified factors only) user access.	10
Enter E to terminate this structure.	
2 Depress the carriage return key.	

c. Delete Capability.

Prompt (15): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETE USER—ENTER USER NUMBER OR END (E)

Table 14–10
Delete Capability

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the last three digits of the user identification number to be deleted.	16
Enter E to terminate the Delete capability.	10
2 Depress the carriage return key.	

Prompt (16): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETE USER XXX (access capability)(D) OR END (E)?
1   The user should now enter **one** of the following responses:
     Enter D to confirm deletion of the indicated user number.   10
     Enter E to terminate the Delete capability.   10
2   Depress the carriage return key.

14–9. Update procedures

Only management users are given the option to update. Follow the procedures described below to use the Update function.

Prompt (17): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SELECTION, DISPLAY MENU (D), OR END (E)

Table 14–11
Update procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A to update accession records. Proceed to paragraph 14–10.	18
Enter R to update adjusted quota and status codes. Proceed to paragraph 14–11.	32
Enter D to display the update selections and their corresponding letter code. See figure 14–11.	17
Enter E to exit the program.	EXIT
2 Depress the carriage return key	

14–10. Accession Accounting Record Update Procedures

Prompt (18): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INFORMATION (I), OR NEW (N), OR MODIFY (M), ACCESSION CHARACTERISTICS OR END (E)?

Table 14–12
Accession Accounting Record Update Procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter I for information about Accession record factors. NGPROG prints the valid fiscal years and the valid enlistment types followed by a list of all the factors currently on record. The factor name, factor abbreviation and the valid range of codes are given. Figure 14–12 is a sample of a single factor.	18
Enter N and go to paragraph 14–10(a) to create a new Accession factor.	19
Enter M and go to paragraph 14–10(b) to modify an existing Accession factor.	24
Enter E to return to the prompt above.	17
2 Depress the carriage return key.	

a. New (N).

Prompt (19): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY/MOS/TYPE/SEX/ACCESSION FACTOR NAME/
SECONDARY ACCESSION FACTOR NAME/OR END

Table 14–13
New (N)—A description of appropriate user response chart

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the appropriate values between the slashes.	
– If a secondary accession factor name is entered:	20
– If **no** secondary accession factor name is entered:	22
Enter E to return to the initial update procedures prompt. No new accession records will be added to the data files.	17
2 Depress the carriage return key.	

Prompt (20). NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PRIMARY START VALUE/PRIMARY END VALUE/OR END (E)

1 The user should now enter **one** of the following responses:	
Enter the appropriate value between the slashes.	21
Enter E to return to the initial update procedures prompt. No new accession records will be added to the data file.	17
2 Depress the carriage return key.	

Prompt (21): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SECONDARY /SECONDARY /
START VALUE /END VALUE /DENIAL /PERCENT
FOR DENIAL/GOAL OR END(E)

The user should now enter **one** of the following responses:	
Enter the appropriate values between the slashes.	23
Enter E to return to the initial update procedures prompt. No new accession records will be added to the data file.	17
2 Depress the carriage return key.	

Prompt (22): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PRIMARY START VALUE/PRIMARY END VALUE/DENIAL/PERCENT FOR DENIAL/GOAL/OR END (E)

1 The user should now enter one of the following responses:	
Enter the appropriate values between the slashes.	23
Enter E to return to the initial update procedures prompt. No new accession records will be added to the data file.	17
2 Depress the carriage return key.	

Prompt (23): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DO YOU WANT TO ADD ANOTHER MIN/MAX DENIAL RECORD? (Y OR N)

1 The user should now enter **one** of the following responses:	
Enter Y to add another min/max denial record.	22
Enter N to return to the Accession Accounting Record Update prompt.	18
2 Depress the carriage return key.	

Prompt (24): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY/MOS/TYPE/SEX OR END (E)

1   The user should now enter **one** of the following responses:

Table 14–13
New (N)—A description of appropriate user response chart—Continued

Steps	Next Prompt
Enter the appropriate values between the slashes. NGPROG prints the existing accession characteristics records relating to the information specified above. See figure 14–14. If primary and secondary factors are involved, only secondary factor parameters may be modified.	25
Enter E to return to the beginning of the Update procedures.	17
2 Depress the carriage return key.	

Prompt (25): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER THE SELECTION NUMBER TO BE MODIFIED OR END (E)

1 The user should now enter **one** of the following responses:	
Enter the number of the record to be modified.	26
Enter E to return to the beginning of the Update procedures.	17
2 Depress the carriage return key.	

Prompt (26): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ADD (A), CHANGE (C), DELETE (D) OR END (E)

1 The user should now enter **one** of the following responses:	
Enter A to add an accession characteristic.	27
Enter C to change an existing Accession characteristic.	28
Enter D to delete an existing accession characteristics.	30
Enter E to return to the initial update procedures prompt.	17
2 Depress the carriage return key.	

b. Modify (M).

Prompt (27): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PRIMARY /PRIMARY
START VALUE/END VALUE/DENIAL/PERCENT FOR DENIAL/GOAL/OR END (E)

Table 14–14
Modify (M)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the appropriate information (NGPROG will return to the modification choices prompt).	26
Enter E to return to the beginning of the update procedures.	17
2 Depress the carriage return key.	

Prompt (28): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INPUT THE RECORD NUMBER YOU WANT TO MODIFY OR END (E)

1 The user should now enter **one** of the following responses:	
Enter the number of the record to be modified.	29
Enter E to return to the modification choices prompt.	26
2 Depress the carriage return key.	

Prompt (29): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INPUT THE FIELDS YOU WANT TO CHANGE
START VALUE/END VALUE/DENIAL/PERCENT FOR
DENIAL/GOAL OR END (E)

1 The user should now enter **one** of the following responses:	26
Enter the appropriate response and data information between the slashes. NGPROG prints the primary and secondary factor values reflecting the changes made and returns to the modification choices prompt. Figure 14–14 illustrates a change in accession factor values and also the sort capability of the program, which lists modified factors in order of their start values from low to high.	26
Enter E return to the modification choices prompt.	26

Table 14–14
Modify (M)—Continued

Steps	Next Prompt
2 Depress the carriage return key.	

Prompt (30): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DO YOU WANT JO DELETE ALL (A) RECORDS WITH THIS KEY OR ONE (O) RECORD OR END (E)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A to delete all records.	26
Enter O to delete one record.	31
Enter E to return to the modification choices prompt.	26
2 Depress the carriage return key.	

Prompt (31): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INPUT THE RECORD NUMBER

Steps	Next Prompt
Enter the number of the record to be deleted. NGPROG prints the primary and secondary factors with the corresponding values which remain on the Accession record. If there are no records left on the file, NGPROG prints a message to that effect. The program returns the user to the modification choices. See figure 14–4.	26
2 Depress the carriage return key.	

14–11. Quota and Status Codes Update Procedures

Follow the procedures below to update quota and status codes.

Prompt (32): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
ENTER 'X' UNDER DESIRED UPDATE FIELDS (OR 'END')
FY/TOT/FEM/NPS/NPSM/NPSF/IS/ISM/ISF/SP1/M/F/SP2/M/F/RET/M/F

Table 14–15
Quota and Status Codes Update Procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired fiscal year (two digits) under 'FY'.	
Enter END to return to the beginning update prompt.	17
2 **Enter an X** under each field to be updated.	33
3 Depress the carriage return key.	

Prompt (33): NGPROG will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	34
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	34
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	34
Example: C, 11,12,13	
Enter S, code to indicate the groups of MOS associated with a particularSkill Cluster. The S and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	34
Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 14–12 for a list of valid delimiters).	34
Example: I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	33
Enter E to return to the previous prompt.	32

Table 14–15
Quota and Status Codes Update Procedures—Continued

Steps	Next Prompt
2	The next user action depends upon the user selection above. If the user chose:	

A, H or E, depress the carriage return key (or enter key) **once; M, C, S or I,** the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
   –single code, depress the carriage return twice,
   –list of codes, depress the carriage return twice,
   –range of codes, depress the carriage return once.

NOTE: See paragraph 14–12 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (34): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Prints the training and status values as they appear in current reports, one line at a time, in response to the carriage return key until each line of the report specified has been presented to the user for data change, new data entries or no change.

| 1 | **Enter the new or changed data** between the slashes. The values of the first and last columns, MOS and % FILL, may not be changed as indicated by dotted lines. Percent fill is automatically calculated by NGPROG. When a change is made in the 'OPEN' column, NGPROG will automatically update the 'open'status codes on all other related types. Figure 14–15 illustrates the Quota and Status code update procedure for one MOS. | 33 |
| 2 | Depress the carriage return key to move to the next line. | |

14–12. DESMOS HELP in response to the prompt:

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s) to be reported. Use the format below to respond to this prompt.

Table 14–16
Valid input format: category delimiter code

Category	Code
A = All MOS on file	N/A
M = Specified MOSs	4–character MOS
C = Specified CMFs	1–2 character CMF
S = Specified Skill Clusters	2–character Skill Cluster
I = Specified Staff IDS	1–2 character Staff ID

Delimiters

Valid choices: = ′ / , . blank
                – (dash – reserved for delimiter between start and end of range)

   Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The only exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.
Notes
   Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time.
In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will not be maintained.

```
REPORT (R), UPDATE (U), OR END (E)?
🄡

FY / ENTER SELECTION, DISPLAY MENU (D), OR END (E)
🄓
REPORT SELECTIONS:
RC:  REGULAR COMPLETE REPORT
RT:  REGULAR TYPE REPORT
RM:  REGULAR MOS REPORT
AC:  ANNOTATED COMPLETE REPORT
AT:  ANNOTATED TOTAL REPORT
CR:  ALL COMPONENTS COMPOSITE REPORT
UA:  ACCESSION ACCOUNTING REPORT
FY:  FISCAL YEAR SUMMARY REPORT
UR:  USER REPORT
FY / ENTER SELECTION, DISPLAY MENU (D), OR END (E)
🄔
```

Figure 14–1. NGPROG update menu sample

```
REPORT (R), UPDATE (U), OR END (E)?
🄡

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)

84 RC
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   M 11B1
```

```
              FY 84 TRAINING INPUT
                   ORIG      ADJ
MOS         OPEN   PROJ      ORIG    FILL      %FILL
11B1        YES    8869      8869    6156       70
   FEM      YES       0         0       0        0

   NPS      YES    8869      8869    6156       70
   NPSM     NO     8869      8869    6156       70
   NPSF     YES    8869      8869       0        0

IS          YES       0        50       0        0
   ISM      YES       0        50       0        0
   ISF      YES       0        50       0        0

SP1         YES   10000     10000    1461       15
   SP1M     YES   10000     10000    1461       15
   SP1F     YES   10000     10000       0        0

SP2         YES   10000     10000     880        9
   SP2M     YES   10000     10000     880        9
   SP2F     YES   10000     10000       0        0
```

```
FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
🄔
```

Figure 14–2. NGPROG Regular Complete report (RC) sample

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)

83   RT
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   M 11B1

```
                        FY 83 TRAINING INPUT
                     ORIG    ADJ
MOS         OPEN     PROJ    ORIG    FILL     %FILL
11B1        YES      8869    8869    6156      70
    FEM     YES         0       0       0       0

    NPS     YES      8869    8869    6156      70
    IS      YES         0      50       0       0
    SP1     YES     10000   10000    1461      15
    SP2     YES     10000   10000     880       9
```

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
E

Figure 14–3. NGPROG Regular Type report (RT) sample

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
`84` `RM`
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E): `M` `11B1-11XB`

FY 84 TRAINING INPUT

MOS	O	ORIG PROJ	ADJ ORIG	FILL	%FILL	CAP
11B1	Y	8869	8869	6374	72	13204
FEM	N	0	0	0	0	0
SP1	Y	10000	10000	1410	15	0
SP2	Y	10000	10000	364	9	0
11C1	Y	2072	2072	1383	67	2377
FEM	N	0	0	0	0	0
SP1	Y	10000	10000	1410	15	0
SP2	Y	10000	10000	364	9	0
11H1	Y	1647	1647	1147	70	2191
FEM	Y	0	0	0	0	0
SP1	Y	10000	10000	1410	15	0
SP2	Y	10000	10000	364	9	0
11M1	Y	0	0	0	0	0
FEM	N	0	0	0	0	0
SP1	Y	10000	10000	1410	15	0
SP2	Y	10000	10000	364	9	0
11XA	N	0	0	0	0	196
FEM	N	0	0	0	0	0
SP1	N	10000	10000	1410	15	0
SP2	N	10000	10000	364	9	0
11XB	Y	0	0	0	0	0
FEM	N	0	0	0	0	0
SP1	Y	10000	10000	1410	15	0
SP2	Y	10000	10000	364	9	0

FY 84 TRAINING INPUT

TOTAL	ORIG PROJ	ADJ ORIG	FILL	%FILL	CAP
	12588	12588	8942	72	18468
FEM	0	0	0	0	0

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
`E`

Figure 14–4. NGPROG Regular MOS report (RM) sample

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
85 AC
ENTER SELECTION, DISPLAY MENU (D), OR END (E):
D
ANNOTATED COMPLETE REPORT
    1) INTERACTIVE REPORT
    2) TSPACE DOWNLOAD
    3) TAPE DUMP SUBMIT
ENTER SELECTION, DISPLAY MENU (D), OR END (E):
1
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E): M 15B1

```
                                     NG ANNOTATED ANNPRO
              FY 85 TRAINING INPUT
                ORIG ADJ                        NG     NG      NG       CAIT
      MOS   O   PROJ ORIG  FILL (%)   TOGO CAP  UNF   AVAIL  DELTA   GOAL/ACTUAL
      11B1  Y   6259 5404  2729 (51)  2675 8527 2859  2847    172    1137/1218


         TOTAL      UNF
      THRU  SP1     SP2      REMARKS
      3518  1297    917         /


  FEM  Y    0       0      0(    0)      0
  NPS  Y   6259    5404   2728(  51)   2676           2888      0   -2676    1137/ 1218
    M  Y   6259    5404   2728(  51)   2676           2888    2847    171    1137/ 1218
    F  Y    0       0      0(    0)      0              0      2847   2847     0/   0


   IS  Y    0       0      0(    0)      0
    M  Y    0       0      0(    0)      0
    F  Y    0       0      0(    0)      0


  RET  Y    0      5059    1(    1)    5058
    M  Y    0      5059    1(    1)    5058
    F  Y    0       0      0(    0)      0


  SP1  Y   1565    1565   365(   24)   1200   1656     864     821   -379      3/   3
    M  Y   1565    1565   365(   24)   1200            864     821   -379      3/   3
    F  Y    0       0      0(    0)      0               0       0      0      1/   0


  SP2  Y    565    1236   672(   55)    564   1587     717     722    158     24/   4
    M  Y   1565    1236   672(   55)    564            717     722    158     24/   4
    F  Y    0       0      0(    0)      0               0       0      0      0/   0
```

FY/ENTER SELECTION, DISPLAY MENU(D) OR END(E)
E

Figure 14–5. NGPROG Annotated Complete report (AC) sample

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)

`85` `AT`
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E): `M,11B1,11C1`

NG ANNOTATED ANNPRO
FY 85 TRAINING INPUT

MOS	O	ORIG PROJ	ADJ ORIG	FILL	(%)	TOGO	CAP	NG UNF	NG AVAIL	NG DELTA	CAIT GOAL/ACTUAL
11B1	Y	6259	5404	2729	(51)	2675	8527	2859	2847	172	1137/ 1218

TOTAL THRU	UNF SP1	SP2	REMARKS
3518	1297	917	

	O										
FEM Y	0	0	0(	0)	0						
SP1 Y	1565	1565	365(	24)	1200	1656	0	0	-1200	1/	0
SP2 Y	565	1236	672(	55)	565	1587	717	722	158	24/	4

11C Y	2872	1699	502(	30)	1197	2357	1061	1061	-136	243/	217

TOTAL THRU	UNF SP1	SP2	REMARKS
1176	300	199	

FEM Y	0	0	0(	0)	0						
SP1 Y	350	350	76(	22)	274	376	0	0	-274	0/	0
SP2 Y	350	343	143(	42)	200	347	193	193	-7	0/	0

NG ANNOTATED ANNPRO
FY 85 TRAINING INPUT

TOT	ORIG PROJ	ADJ ORIG	FILL	(%)	TOGO	CAP	NG UNF	NG AVAIL	NG DELTA	CAIT GOAL/ACTUAL
	9131	7103	3231	(46)	3872	10884	3920	3908	36	1380/ 1435

TOTAL THRU	UNF SP1	SP2
4694	1597	1116

FEM Y	0	0	0(	0)	0						
SP1	1915	1915	441(	24)	1474	2032	0	0	-1474	1/	0
SP2	915	1579	815(	52)	764	1934	910	915	151	24/	4

NUMBER OF MOS: 2
MOS SHORTFALL: 2
   SHORTFALL:3872
MOS OVERFILL: 0
   OVERFILL: 0

FY / ENTER SELECTION, DISPLAY MENU (D) OR END (E)
`E`

Figure 14–6. NGPROG Annotated Totals report (AT) sample

```
FY / ENTER SELECTION, DISPLAY MENU (D), OR END (E)
[83]        [CR]
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):    [M] [11B1]
```

                    TOTAL ARMY TRAINING SPACE SUMMARY

	ACTIVE ARMY			ARMY RESERVE			NATIONAL GUARD			TOTAL ARMY		
MOS	PGM	FILE	%	PGM	FILL	%	PGM	FILL	%	PGM	FILL	%
11B1	200	174	87	2567	906	36	6184	4650	76	8951	5730	65
TOTALS												
	200	174	87	2567	906	36	6184	4650	76	8951	5730	65

```
FY / ENTER SELECTION, DISPLAY MENU (D)  OR END (E)
[E]
```

Figure 14–7. NGPROG All Components Composite report (CR) sample

```
FY / REPORT TYPE OR END

[82]   [UA]
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):    [M] [11B1]

NPS/PS/IS/CAS/RET/MALE/FEMALE OR END(E)
[X]              [X]
MOS  11B1    TYPE NPS     SEX M
```

PRIMARY ACCESSION	PRIMARY START VALUE	PRIMARY END VALUE	SECOND ACCESSION	START VALUE	END VALUE	MAX %	DENY	GOAL	NUMBER RESERVED
FA	10	20	CO	12	23	34	Y	400	0
FA	10	20	CO	25	75	5	N	100	0
TOTAL RESERVATIONS				0					

```
FY / REPORT TYPE OR END
[E]
```

Figure 14–8. Accession Accounting Record (UA) report sample

FY / ENTER SELECTION, DISPLAY MENU (D), OR END (E)

⬛84 ⬛FY

T O T A L S   B Y   F Y

* * * * * * * * * * * * * * * * * * * *

FY	TYPE	ORIG PROG	ADJ ORIG	FILL	%FILL	TYPE	ORIG PROG	ADJ ORIG	FILL	%FILL
83		60462	60516	44952	75%	FEM	4272	29655	4917	17%
83	NPS	60462	60516	44952	75%	IS	0	2010	439	22%
83	SP1	* * * * *	* * * * *	9878	1%	SP2	* * * * *	* * * * *	7270	1%
84		62081	63693	5196	9%	FEM	6629	33101	1311	4%
84	NPS	44695	44156	5196	12%	IS	1840	3	0	0%
84	SP1	51202	41169	24	1%	SP2	29826	29771	982	4%

FY / ENTER SELECTION, DISPLAY MENU (D), OR END (E)
⬛E

Figure 14–9. NGPROG Fiscal Year Summary report (FY) sample

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D)), OR END (E) ?R

    USERID   TYPE
    313   UPDATE
    999   REPORT

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?A

ADD USER -- ENTER USER NUMBER OR END (E)? 333

VALID USER TYPES ARE: (R) -- REPORT
                      (U) -- UPDATE (ALL FACTORS)
                      (L) -- REPORT (LIMITED)
                      (F) -- UPDATE (SPECIFIED FACTORS ONLY)

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E)? C

CHANGE USER -- ENTER USER NUMBER OR END (E) ?333

VALID USER TYPES ARE: (R) -- REPORT
                      (U) -- UPDATE (ALL FACTORS)
                      (L) -- REPORT (LIMITED)
                      (F) -- UPDATE (SPECIFIED FACTORS ONLY)

ENTER USER TYPE OR END (E) R

ENTER USER TYPE OR END (E) L

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?D

DELETE USER -- ENTER USER NUMBER OR END (E) ?333
DELETE USER 333 REPORT (LIMITED)   (D) OR END (E) ?D

USER REPORT (R), ADD (A), CHANGE (C) DELETE (D), OR END (E) ?E

Figure 14–10. NGPROG Users Information (Report, Add, Change and Delete capabilities)

      ENTER SELECTION, DISPLAY MENU (D), OR END (E)
      D
      UPDATE SELECTIONS:
      A : ACCESSION RECORDS
      R : ADJUSTED QUOTA & STATUS CODES
      ENTER SELECTION, DISPLAY MENU (D), OR END (E):
      E

Figure 14–11. NGPROG Update Menu sample

```
       FACTOR #     7 ABBREVIATION: MATH     NAME: MATH LEVEL CODE
       TRANSLATION FOR FACTOR NUMBER:     7

       NUMBER OF CODES:   4  DEFAULT INTEGER CODE:      -1
       DEFAULT STRING:  BLANKS
       VALUES DISPLAYED AS /INTEGER CODE-CODED STRING/
          5-GEN       10-ALG      15-GEO      20-TRI
```

Figure 14–12. NGPROG Accession record factor information sample

```
REPORT(R), UPDATE(U), OR END(E)?
U
ENTER SELECTION, DISPLAY MENU (D) OR END (E)
A
INFORMATION(I), OR NEW(N), OR MODIFY(M), ACCESSION CHARACTERISTICS OR END(E)?
N
 FY/MOS /TYPE/SEX/ACCESSION FACTOR NAME/SECONDARY ACCESSION FACTOR NAME/ OR END
83  05B1 NPS  M   FA                                    CO
PRIMARY START VALUE/PRIMARY END VALUE/ OR END(E)
     0                160
  SECONDARY     /     SECONDARY
 START VALUE    /       END VALUE    /DENIAL/PERCENT FOR DENIAL/ GOAL OR END(E)
     60                89            Y           7           500
DO YOU WANT TO ADD ANOTHER MIN/MAX/DENIAL RECORD?  (Y OR N)
Y
  SECONDARY     /     SECONDARY
 START VALUE    /       END VALUE    /DENIAL/PERCENT FOR DENIAL/GOAL OR END(E)
     90               160            N                       900
DO YOU WANT TO ADD ANOTHER MIN/MAX/DENIAL RECORD?  (Y OR N)
N
INFORMATION(I), OR NEW(N), OR MODIFY(M), ACCESSION CHARACTERISTICS OR END(E)?
E
ENTER SELECTION, DISPLAY MENU(D) OR END(E)
E
```

Figure 14–13. NGPROG Addition of an accounting record

```
INFORMATION(I), OR NEW(N), OR MODIFY(M), ACCESSION CHARACTERISTICS OR END(E)?
M
   FY/MOS /TYPE/SEX/ OR END(E)
83    05B1    NPS    M
THE FOLLOWING ACCESSION ACCOUNTING RECORDS EXIST

RECORD/PRIMARY ACCESSION/PRIMARY START/PRIMARY END/SECONDARY ACCESSION
NUMBER/ FACTOR ABBREV /      VALUE    /     VALUE    /    FACTOR ABBREV
    1         FA                0              160              CO
ENTER THE SELECTION NUMBER TO BE MODIFIED OR END(E)
1
PRIMARY ACCESSION FACTOR      FA
PRIMARY START VALUE            0
PRIMARY END VALUE            160

RECORD SECONDARY     SECONDARY        SECONDARY         DENIAL PERCENT  GOAL
NUMBER ACCESSION       START             END                   DENIAL
       FACTOR         VALUE             VALUE
    1     CO            60                89              Y       7      500
    2     CO            90                160             N
ADD(A), CHANGE(C), DELETE(D), OR END(E)
C
INPUT THE RECORD NUMBER YOU WANT TO MODIFY OR END(E)
1
INPUT THE FIELDS YOU WANT TO CHANGE
   START VALUE    /    END VALUE      /DENIAL/PERCENT FOR DENIAL/ GOAL OR END (E)
                       70                Y             50              200

PRIMARY ACCESSION FACTOR      FA
PRIMARY START VALUE           23
PRIMARY END VALUE            90

RECORD  SECONDARY    SECONDARY        SECONDARY         DENIAL PERCENT  GOAL
NUMBER ACCESSION       START             END                   DENIAL
       FACTOR         VALUE             VALUE
    1     CO            23                40              Y       50     200
    2     CO            67                90              N        0     900
ADD(A), CHANGE(C), DELETE(D), OR END(E)
A
   SECONDARY     /     SECONDARY
   START VALUE   /      END VALUE      /DENIAL/PERCENT FOR DENIAL/ GOAL OR END (E)
      71                 89              Y        10             355

PRIMARY ACCESSION FACTOR      FA
PRIMARY START VALUE            0
PRIMARY END VALUE            160
```

Figure 14–14. NGPROG Accession Accounting record modification

RECORD NUMBER	SECONDARY ACCESSION FACTOR	SECONDARY START VALUE	SECONDARY END VALUE	DENIAL	PERCENT DENIAL	GOAL
1	CO	60	70	Y	50	200
2	CO	71	89	Y	10	355
3	CO	90	160	N	0	900

ADD (A), CHANGE (C), DELETE (D), OR END (E)

D

DO YOU WANT TO DELETE ALL (A) RECORDS WITH THIS KEY OR ONE (O) RECORD OR END (E)

O

INPUT THE RECORD NUMBER

1

PRIMARY ACCESSION FACTOR   FA
PRIMARY START VALUE   O
PRIMARY END VALUE   160

RECORD NUMBER	SECONDARY ACCESSION FACTOR	SECONDARY START VALUE	SECONDARY END VALUE	DENIAL	PERCENT DENIAL	GOAL
1	CO	71	89	Y	10	355
2	CO	90	160	N	0	900

ADD (A), CHANGE (C), DELETE (D), OR END (E)

D

DO YOU WANT TO DELETE ALL (A) RECORDS WITH THIS KEY OR ONE (O) RECORD OR END (E)

A

THERE ARE NO RECORDS ON THE FILE FOR THE INPUT GIVEN
INFORMATION(I), OR NEW(N), OR MODIFY(M), ACCESSION CHARACTERISTICS OR END(E)?

E

Figure 14–14. NGPROG Accession Accounting record modification – continued.

```
ENTER SELECTION, DISPLAY MENU (D), OR END (E)
®
ENTER 'X' UNDER DESIRED UPDATE FIELDS (OR 'END')
FY/TOT/FEM/NPS/NPSM/NPSF/IS/ISM/ISF/SP1/M/F/SP2/M/F/RET/M/F
84      X       X          X          X
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   M 11B1


            FY 84 TRAINING INPUT
                 ORIG ADJ
   MOS      OPEN  PROJ  ORIG  FILL  %FILL

   11B1
      FEM  YES   1121  1111    0       0
   ----          /     /    /--------------
                      1113


     NPSM  NO    8869  8869  6156     70
   ----          /     /    /--------------
                      8854


      IS   YES    0    55     0       0
   ----          /     /    /--------------
             NO     20


     ISF   NO     0    50     0       0
   ----          /     /    /--------------
             YES                      20
```

Figure 14–15. NGPROG Quota and Status Code update

Section IV
Output Description

14–13. Output
NGPROG provides user–specified report types as illustrated in figures 14–2 through 14–10. Accession factor information is provided as in figure 14–12, through the information capability of the Update procedures. All data items are described in tables 14–1, 14–2, and 14–3. Management may change the format and contents of the reports at any time; therefore, the figures are sample illustrations only.

14–13A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

14–14. System Errors
The following is a representative list of possible system errors. If any such error messages appear, contact the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
3. RESERVATIONS WOULD BECOME NEGATIVE

```
**** TRACE BACK ****
ENTRY POINT    ENTRY ADDRESS    RETURN ADDRESS
XXXXXXXX        ZZZZZZZZ          ZZZZZZZZ
```

4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX) ACTION IS XXXX
21. THIS OPTION NOT AVAILABLE AT THIS TIME
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

14–15. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 14–17
Operation Errors

MESSAGE:

Table 14–17
Operation Errors—Continued

1. INVALID FISCAL YEAR
2. INVALID FISCAL YEAR XXXX
3. INVALID MOS XXXXX
4. INVALID TYPE XXXX
5. INVALID SEX XXXX
6. YOU NEED TO ENTER A VALID NUMBER
7. INVALID NUMBER
8. INVALID START VALUE
9. INVALID END VALUE
10. INVALID ANSWER FOR DENIAL, YOU MUST ANSWER Y OR N
11. INVALID GOAL
12. INVALID ACCESSION NAME
13. INVALID REPORT TYPE
14. NONE OF THESE MOS CODES ARE VALID
15. INVALID PERCENTAGE

ACTION: All the above messages are followed by an appropriate prompt to give the user an opportunity to correct a data entry. Re–enter the data and, where data columns are separated by slashes in the headings, be sure that all data is entered between and not under the slashes.

MESSAGE: YOU ALREADY HAVE MAXIMUM NUMBER OF RECORDS OUT THERE

ACTION: The maximum number of MIN/MAX DENIAL accounting records which may be attached to a new accession record is seven. You may modify the new record through the choice of Modify (M) in the Update procedures.

MESSAGE:
1. PERCENT DENIAL MUST BE IN RANGE OF 0 to 99
2. START VALUE MUST BE LESS THAN OR EQUAL TO THE END VALUE
3. CHARACTER UNDER SLASH ––– PLEASE Re–enter LINE
4. CMF MUST BE A 2–DIGIT INTEGER
5. ENTER SLASH(/) BETWEEN CHARACTERS
6. NUMBER MUST BE BETWEEN XXXX AND XXXXXX

ACTION: The messages above are all information messages designed to aid you in Re–entering proper data. All these messages are followed by prompts for data. Re–enter the data as specified.

MESSAGE:
1. THERE IS NO RECORD WITH THIS NUMBER TO BE DELETED XXXX
2. THERE ARE NO RECORDS TO BE DELETED
3. INVALID ACCESSION NAME XXXXXX CANNOT BE USED AS AN ACCESSION ACCOUNTING RECORD
4. YOU CANNOT UPDATE THIS ACCESSION FACTOR
5. THERE ARE NO MOS CODES IN THIS RANGE
6. NO VALID MOS CODES IN THIS CMF
7. THIS OPTION IS NOT AVAILABLE AT THIS TIME
8. THERE ARE NO RECORDS ON THE FILE FOR THE FACTORS GIVEN
9. THE SECTION TO PROCESS MINI RECORDS IS NOT UP YET
10. THIS IS AN EXISTING ACCOUNTING RECORD
11. REPORT CANNOT BE PRODUCED NO ACTIVE FACTOR FOUND
12. NO ACTIVE FACTORS FOUND WITHIN THIS RANGE MEETING GIVEN CRITERIA
13. YOU ARE UNABLE TO ALTER ACCESSION RECORDS FOR THIS ACCESSION FACTOR
14. THIS PROGRAM CAN ONLY BE RUN BATCH
15. MOS IS NOT ON THE QUAL FILE

ACTION: The above messages are all information messages. All of these messages are followed by prompts which allow the user to proceed with the program or to terminate the program.

MESSAGE:
1. FACTOR #XXXXXX ABBREVIATION: XXXXXX ERROR: NAME NOT FOUND
2. ERROR: TRANSLATION TABLE ENTRY NOT FOUND FOR THIS FACTOR
ACTION: Verify accession record update entries for accuracy. Re–enter correct number and/or abbreviation. Message number 2 is an information message. Factors without a translation value cannot be accessed by NGPROG.

MESSAGE: MOS IS NOT VALID TRY AGAIN OR END(E)?
ACTION: Re–enter a valid MOS code, or enter E and depress the carriage return key to return to the beginning of the program.

Chapter 15
NGTRTP Program

Section I
Program Summary

15–1. Purpose
The NGTRTP program displays records from Army Reserve history tapes.

15–2. Applicability
The NGTRTP program is accessed by the following user groups:
  a. OCAR/FORSCOM CONUSA
  b. USAREC
  c. KEYSTONE Branch

15–3. Functions
NGTRTP has one function. It displays records from Army Reserve history tapes.

Section II
Input Requirements

15–4. Data Items
NGTRTP requires the user to enter the quarter and year of the records to be displayed, and the social security number of the individual whose record is required.

15–4A. (Title not used)
Paragraph not used.

Section III
Program OperationInput Requirements

15–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

  ENTER PROGRAM NAME, 'LIST' OR 'OFF'
The user enters NGTRTP and depresses the carriage return key. The program is now ready to communicate with the user.

15–6. Procedures
Follow the procedures described below to display records from the Army Reserve history tapes. See figure 15–1 for a sample report.

Table 15–1A
Procedures to display records from the Army Reserve history tapes

---

NGTRTP: PROGRAM TO DISPLAY RECORDS FROM NG HISTORY TAPES
USER:
ENTER QUARTER/YY OR END (E):

1. Enter the quarter and year required using a single digit (quarter), slash, and two–digit (year) format.
2. Enter E to terminate the program.
3. Depress the carriage return key.

NGTRTP: DEV 181 DOES NOT EXIST
USER: This statement or a similar statement is to be ignored. Wait for the next prompt and proceed with program operations.

NGTRTP: ENTER SSN OR END (E)?
USER:

Table 15–1A
Procedures to display records from the Army Reserve history tapes—Continued

1. Enter the required social security number.
2. Enter E to terminate the program.
3. Depress the carriage return key.

NGTRTP:
SOC SEC #   /NAME   /SX/NGTYPE/BIRTHDAT/EDUC
121212121   DOE, JOHN   M   TRR   16/05/58 GEDH
MOS   / AIT LOC / AIT DATE / BT LOC / RESERV / ENLIST /
71L1   18/06/80 18/06/80
RECEPT   /LOCID/MOS PRI/REC ID/PRE MOS/
23/06/80   19   5   8943
AITDATE2   / AIT LOC2

USER:
ENTER SSN OR END (E)?
1. Enter an additional social security number if required.
2. Enter E to terminate the program.
3. Depress the carriage return key.

NGTRTP: ENTER QUARTER/YY OR END (E):
USER:
1. Enter quarter and year required, using single digit (quarter), slash, and two–digit (year) format.
2. Enter E to terminate the program.
3. Depress the carriage return key.

```
PROGRAM TO DISPLAY RECORDS FROM NG HISTORY TAPES

ENTER QUARTER/YY OR END (E):

2/80
DEV 181 DOES NOT EXIST

ENTER SSN OR END (E) ?605096152
 SOC SEC #  / NAME                      / SX / NGTYPE / BIRTHDAT / EDUC /
 605096152     SMITH, FRANK               M      TRR    16/05/58   GEDH
 MOS  / AIT LOC  / AIT DATE / BT LOC  / RESERV  / ENLIST  / RECEPT  /
 71L1                                 18/06/80  18/06/80  23/06/80
 LOCID / MOS PRI / REC ID   / PRE MOS / AITDATE2 / AIT LOC2 /
  19         5        8943

ENTER SSN OR END(E)? E
ENDER QUARTER/YY OR END (E):

E
```

Figure 15–1. Sample report

Section IV
Output Description

15–7. Output
NGTRTP provides the user with record data shown in table 15–1.

Table 15–1B
NGTRTP output description

Field Name	Field Label	Content Description
Social security number	SOC SEC #	Individual's nine–digit social security number.
Individual's name	NAME	The individual's name, last name appearing first.
Sex	SX	Individual's sex – M or F.
Enlistment type	NGTYPE	The enlistment type attributed to each individual.
Date of birth	BIRTHDAT	The applicant's date of birth in DD/MM/YY format, including the slashes.
Civilian education	EDUC	The type of education corresponding to the four–character code as listed below:
		NHSG = Non–high school graduate HSSR = High school senior HSDG = High school diploma graduate GEDH = High school equivalency COMP = Certificate of completion ATTN = Certificate of attendance CLEP = First year college equivalence ASSC = Associate degree NURS = Professional nursing diploma BACL = Baccalaureate MAS = Master's degree PMAS = Post master's degree DOCT = Doctorate PROF = Professional certificate of completion.
Military Occupational Specialty	MOS	The code for the individual's Military Occupational Specialty.
Advanced Individual Training location	AIT LOC	The ten–character abbreviation of the locations of the individual's Advanced Individual Training.
Advance Individual Training date	AIT DATE	The start date of the individual's Advanced Individual Training, in DD/MM/YY format.
Basic Training location	BT	The eight–character abbreviation for the location of the individual's Basic Training.
Reservation date	RESERV	The individual's reservation date, in DD/MM/YY format, including slashes.
Enlistment date	ENLIST	The individual's date of enlistment in DD/MM/YY format, including slashes.
Reception date	RECEPT	The individual's reception date using DD/MM/YY format including slashes.
Location identification	LOCID	The individual's location identification code.
Military Occupational Specialty priority	MOS PRI	The individual's Military Occupational Specialty priority. Value range 1–5.
Recruiter ID	REC ID	The recruiter's nine–digit identification number.
Previous MOS	PRE MOS	The individual's previous Military Occupational Specialty.
Second Advanced Individual Training date	AITDATE2	The start date of the individual's period of Advanced Individual Training for the prerequisite MOS.
Second Advanced Individual Training date	AIT LOC2	The ten–character abbreviation of the Advanced Individual Training location for a prerequisite MOS.

15–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

15–8. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. ERROR ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = 2 ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE 1 = XXXXXX
   SPARE VARIABLE 2 = XXXXXX
   CALL KEYSTONE BRANCH
2. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXX XXX   ZZZZZZZZ   ZZZZZZZZ
3. ERROR: LINE LENGTH IS GREATER THAN 80 IN SUBROUTINE EXTRCT. CALL KEYSTONE BRANCH.
4. SYSTEM ERROR: CALL KEYSTONE BRANCH.
5. SYSTEM ERROR: FACTOR NUMBER XXXX IS NOT IN THE RECORD DESCRIPTOR ARRAY OR THE ARRAY IS NOT SORTED. PLEASE CALL THE KEYSTONE BRANCH.
6. SYSTEM ERROR: LENBYT OUT OF RANGE
   LENBYT = XXXXXX. CALL KEYSTONE BRANCH.
7. SYSTEM ERROR: SPOS = ZZZZZZZZZ
8. SYSTEM ERROR RETURNED BY CHARFL:
   NUMBER = ZZZZZZZZZ, SPOS = ZZZZZZZZZ, NCHAR = ZZZZZZZZZ
9. SYSTEM ERROR: PARSE1 CALLED WITH SPOSLO, EPOSLO, OR EPOSLSPOS SPOS = XXXX, EPOS = XXXX. PLEASE CALL THE KEYSTONE BRANCH.
10. ERROR: TEXT MUST END WITH A PERIOD – QUIT
SYSTEM ERROR: LINE LENGTH LESS THAN THE MAXIMUM OF THE FACTOR DATA
11. I/O LENGTH AND THE FACTOR ABBREVIATION DISPLAY LENGTH
   THE FACTOR NUMBER IS XXX XXX
   THE FACTOR ABBREVIATION DISPLAY LENGTH IS XXXXXX
   THE FACTOR DATA I/O LENGTH IS XXXXXX
   THE LINE LENGTH IS XXXXXX
12. ERROR: ILLEGAL ACTION CODE PASSED TO SI072
13. ERROR: INVALID NUMBER OF FACTORS PASSED TO SUBROUTINE UNCODE.

15–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 15–2
Operation Errors

MESSAGE: WARNING: DATA UNDER SLASH IN COLUMN XX DATA NOT INSIDE SLASHES IS IGNORED.	
ACTION: The user entered data outside the slashes. Reenter data inside slashes.	
MESSAGE: INVALID RESPONSE	
ACTION: The user entered an invalid response. Enter a valid response.	
MESSAGE: NUMBER MUST BE BETWEEN XXXXXX AND XXXXXX	
ACTION: The user entered an invalid number. Enter a valid number.	

Chapter 16
Passport Program

Section I
Program Summary

16–1. Purpose
The PASSPORT program enables the user to generate a new password for the user identification number he is currently using.

16–2. Applicability
The PASSPORT program is accessed by the following user groups:

a. KEYSTONE Branch

b. National Guard Bureau

c. National Guard State Headquarters

d. National Guard Schools Branch

e. National Guard District Recruiting Command

Section II
Input Requirements

16–3. Data Items
PASSPORT requires the user to enter a new password which takes the place of the current logon ID password.

16–3A. (Title not used)
Paragraph not used.

Section III
Program Operation

16–4. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the user enters PASSPORT and depresses the carriage return key. If the current password's span of existence does not equal or exceed the minimum time limit to change the password, the program will end. Otherwise, the program is now ready to communicate with the user.

16–5. Procedures
Follow the procedure described below to substitute a new password for an existing one.

Table 16–1
Procedures to substitute a new password for an existing one

PASSPORT: YOUR PASSWORD IS OVER XXX MONTHS OLD, PLEASE CHANGE IT.
If the user's password's tenure equals or exceeds the maximum time limit for changing a password, PASSPORT will go to the next prompt. Otherwise, PASSPORT will skip the next prompt.

PASSPORT: ENTER NEW PASSWORD
USER:
1. Enter a new password of up to eight characters, and at least six characters. The password must be different from the current password and the four previous passwords. Skip the next prompt.
2. Depress the carriage return key.

PASSPORT: ENTER NEW PASSWORD OR END
USER:
1. Enter a new password up to eight characters long. The password must be other than the present one or the last four used, or the program will reject it.
2. Enter END to terminate the program.
3. Depress the carriage return key.

PASSPORT: If the new password is valid, the program updates the password file and directory and terminates.

Section IV
Output Description

16–6. Output
PASSPORT provides no output.

16–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

16–7. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL REQUEST/RETAIN BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL CCCCCC
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL REQUEST/RETAIN BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X   XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL: ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX

16–8. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 16–2
Operation Errors

MESSAGE: INPUT IS MORE THAN 8 CHARACTERS. NO CHANGES MADE.
ACTION: Maximum length for passwords is 8 characters. Re–enter a new password that is 8 characters or less in length.

MESSAGE: INVALID CHARACTERS IN INPUT. NO CHANGES MADE
ACTION: Re–enter input, using valid characters.

MESSAGE: COULD NOT UPDATE NEW PASSWORD, PLEASE TRY AGAIN.
ACTION: Different reasons beyond the user's control could prevent the updating of a new password. Try Re–entering the password.

MESSAGE: YOU ARE IN VIOLATION OF SYSTEM SECURITY PROCEDURES
ACTION: The user has duplicated in the new password one of the five previous passwords. PASSPORT will repeat the prompt. Enter a new password.

MESSAGE: THE ENTERED PASSWORD IS INVALID
ACTION: The user attempted to end PASSPORT without entering a new password. PASSPORT will repeat the prompt.

MESSAGE: Enter a new password.
ACTION: INPUT IS LESS THAN 6 CHARACTERS. NO CHANGES MADE.

MESSAGE: The user has entered an unacceptable new password. PASSPORT will repeat the prompt. Enter a new password of from six to eight characters.

Chapter 17
RUQUOT Program

Section I
Program Summary

17–1. Purpose
The RUQUOT program enables users to report and update AIT (Advanced Individual Training) class quotas on the Quota file for a variety of Army components, enlistment types, MOSs, and class types. Because the RUQUOT program provides users with the capability of processing such a wide variety of AIT class aggregations, the program is designed around nine operational structures to facilitate AIT quota processing. The ten structures in RUQUOT are as follows:

   a. Quota Program Users. This structure enables users to report valid user IDS for the RUQUOT program, and the processing capabilities of those IDS. In addition to the report capability, management users have the capability to update the information controlled by this structure. The processing, capabilities allowed by RUQUOT are LIMITED REPORT, REPORT, and UPDATE. LIMITED REPORT capability allows the user to access only the Weekly Limit Quotas report mode.

   b. Sharing Window. This structure enables users to report and update the sharing window in number of days. The sharing window is the number of days prior to a RECSTA date within which individuals from an Army component that is closed out from an AIT class can reserve an AIT class seat. For example, an AIT class may be closed to Active Army individuals because the enrollment percentage for the component has been filled. The class may, however, have vacancies for Army Reserve individuals. If the sharing window is five days, this means that individuals from the Active Army component can fill the free Army Reserve spaces within five days of the beginning of the class.

   c. Weekly Limit Quotas. Depending on the identity of the user, this structure enables users to report and/or update the maximum number of individuals who may take an AIT class. Users with LIMITED REPORT or REPORT capability may only access the Weekly Limit Quotas report mode. Users with UPDATE capability may also access the update mode. Within this structure, there is a wide variety of search criteria from which the user can select. Users can enter a single RECSTA (Reception Station) date or a range of RECSTA dates to be reported or updated. In addition, users can report or update quota totals for all enlistment types for each Army component; quota totals and a quota breakdown for each enlistment type within each Army component; and the individual Army component quotas for Active Army, Army Reserve or National Guard.

   d. Individual Class Quotas. This structure provides users with the capability of reporting and updating individual AIT class quotas for a single RECSTA date or a range of RECSTA dates. Within this structure, there is a wide variety of search criteria from which the user can select. First, users can select regular AIT classes, in–unit AIT classes,

multi–location AIT classes or all types of AIT classes. Next, users can select an AIT class for a single, list, or range of MOS(s), CMF(s), skill cluster(s), or staff identification code(s). Finally, users can select from totals only quotas, which will report or update individual AIT class quotas aggregated for all Army components; Active Army quotas only; Army Reserve quotas only; National Guard quotas only; or all components, which will report or update individual AIT class quotas for each Army component.

e. Retrainee Window. This structure enables users to report and update the retrainee window in number of days. The retrainee window indicates how many days prior to the start of an AIT class a retrainee (an individual who has failed one AIT class) may be eligible to fill an unreserved seat in the class.

f. Retrainee Percent. This structure provides the user with the capability of reporting and updating the percent of retrainees who may be admitted to an AIT class once the retrainee window is open.

g. Status Indicator. This structure provides the user with the capability of reporting and updating the status (open or closed) of certain enlistment types and particular MOSs, CMFs (Career Management Fields), staff IDs, or Skill Clusters. The user may limit this Status Indicator function to certain class types and AIT dates. The NGPROG, ARPROG, or AAPROG programs may be used to report and update the status of a certain MOS for an entire fiscal year.

h. Help Information. This structure provides the user with the key to reading the Combined Status Code field in the Individual Class Quota structure (d. above). This field contains the status codes for all components and enlistment types. The Help Information structure explains the heading representations (N, P, I, C, R, 1, 2) and their values (0, 1, 2, 3) used in this field.

i. Replicate Fine Tuning Switch. This structure provides the user with the capability to change the fine tuning switches for specific class types from ON/Y (annual), ON/C (class), and ON/M (manual) to OFF. Also the switches may be changed from OFF to ON/Y and ON/C. If ON/C is selected, the user may also enter fine tuning percentages.

j. Replicate Class Priorities. This structure provides the user with the capability of replicating class priorities on QUOTA file class records for a range of RECSTA dates, MOS, and class types. Report or Report/Update options are determined by user access level.

17–2. Applicability
The RUQUOT program is accessed by the following user groups:
 a. DCSOPS/DCSPER,
 b. TRADOC,
 c. KEYSTONE Branch,
 d. USAREC, OCAR, and NGB: These users have LIMITED REPORT capability, and may access only the report mode of the Weekly Limit Quotas structure.
 e. Accessions Management.

17–3. Functions
RUQUOT has two functions. The program will report and update AIT class quotas for a variety of aggregations. In addition, the user may generate a report of user ID codes and the corresponding functions available to each user ID.

17–4. Options
RUQUOT provides the user with several options.
 a. In the Quota Program Users structure the user has the option to Add, Change, Delete, or End.

Add. Allows the user to enter new RUQUOT user identification numbers.
Change. Lets the user update the user type associated with an ID number.
Delete. Allows the user to erase an ID number from the user file.
End. Allows the user to erase all changes and exit the Quota Program Users structure.

 b. In the Sharing Window and Retrainee Window structures, the user has the option to OK, Change, or End.

OK. Verifies an update and implements it on the system.
Change. Allows the user to change the information just entered.
End. Enables the user to exit to the next prompt. All updates are implemented on the system.

 c. In the Weekly Limit Quotas and the Individual Class Quotas structures, the user has the option to Change File, Cancel Change, or End.

Change File. Implements all updates on the system.
Cancel Changes. Allows the user to erase all the changes made during that processing session. All information then appears as it was previous to the changes.
End. Also allows the user to erase all changes and exit to the next prompt. All information appears as it was prior to

the update.

Section II
Input Requirements

17–5. Data Items
RUQUOT requires the user to enter the items described below in table 17–1.

Table 17–1A
RUQUOT input data items

Field Name	Field Label	Content Description
Sharing window	NEW WINDOW (2)	Enter a number between 0 and 99 to represent the sharing window in days.
MOS code	MOS (4)	Enter the desired MOS code for the AIT class to be reported or updated.
Career Management Field	CMF (2)	Enter the desired CMF code for the AIT classes to be reported or updated.
Staff identification code	STAFF ID (2)	Enter the desired staff ID for the classes to be reported or updated.
Skill cluster	SKILL CLUSTER (2)	Enter the two–character skill cluster for the AIT classes to be reported or updated.
Start reception station date	START (8) DD/MM/YY	Enter the starting Monday RECSTA date in the range of classes to be reported or updated.
End reception station date	END DD/MM/YY (8)	Enter the ending Monday RECSTA date in the range of classes to be reported or updated.
Weekly limit quota	LIMIT (5)	Enter the desired weekly limit quota between 0 and 30000 for any or all components and enlistment types.
Advanced Individual Training date	AIT DATE (8)	Enter the desired AIT date in DD/MM/YY format.
AIT follow–on date	AIT FOLL–ON (8)	Enter the desired Friday AIT follow–on date, if any, in DD/MM/YY format.
Class priority	CLASS PRI (2)	Enter a priority ranking for the class from 0 to 15.
Fine tuning indicator	FINE TUNE (4)	Enter ON/Y to signify that fine tuning percentages are on for yearly limits; enter ON/C to signify that fine tuning percentages are on for the class limits only; or enter OFF to signify that fine tuning is not being used.
Class number	CLASS NUMBER (12)	Enter the desired DLI number for the class.
Retrainee quota	RETRAINEE QUOTA (6)	Enter the desired quota for retrainees.
Shared seats for Active Army, Army Reserve and National Guard	SHARED SEATS AA AR NG (3)	Enter YES under any or all of the Army components to signify that when that component's yearly limit is met, individuals belonging to other components may fill that component's available training class seats. Enter NO under any or all of the components to signify that individuals from other components may not fill available seats when the yearly limit is met.
Class quota	RQST QUOTA (5)	Enter the current class quota for the AIT class from 0 to 30000.
Fine tuning percentages	FT PCT (3)	If fine tuning is on, enter the desired fine tuning percentages from 0 to 100 for any or all enlistment types and Army components.
Open/closed indicator	OPEN (3)	Enter YES if the class is open to a certain Army component and enlistment type, or enter NO if the class is closed to that component or enlistment type. (Note: the open/closed indicator operates independently of the quota indicator. The quota for an enlistment type could be set to zero, but the indicator can be set to YES to signify that individuals of that enlistment type can take the class. Likewise, the quota could be set at a certain number, but if the indicator is set to NO, individuals of that type may not take the class.)
Retrainee window	NEW WINDOW (2)	Enter a number from 0 to 99 to represent the retrainee window in days.
Unit name	UNIT NAME (4)	Enter a valid unit name. (Applies to in–unit processing only.)
AIT location name	LOCATION NAME (8)	Enter a valid AIT location name. (Applies to multi–loc processing only.)
Formal Training	FORMAL	Enter an X to indicate Formal class type, i.e., formal AIT training not associated with a unit.
In–unit Training	INUNIT	Enter X to specify In–unit class type. If an in–unit class type is picked, a training type must be specified.

Table 17–1A
RUQUOT input data items—Continued

Field Name	Field Label	Content Description
Training Type	TRAINING	Training Type 1: Enter X under 1 to indicate train and retain, i.e., train in a unit and remain at that unit. Training Type 2: Enter X under 2 to indicate train and pass, i.e., train in one unit and work in another. Training Type 3: Enter X under 3 to specify both. This is a class type which has spaces for both training types one and two.
One Station Unit Training	OSUT	Receiving both BT and AIT at the same unit.
Male	MAL	Male class type or male status code heading.
Female	FEM	Female class type or female status code heading.
Active Army	AA	Active Army status code. Enter YES or NO to change the status of the entire Active Army.
Army Reserve	AR	Army Reserve status code. Enter YES or NO to change the status of the entire Army Reserve.
National Guard	NG	National Guard status code. Enter YES or NO to change the status of the entire National Guard.
Non Prior Service	NPS	Non–Prior Service Status code. Enter YES or NO to change both male and Female class types.
Prior Service	PS	Prior Service status code. Enter YES or NO to change both male and female class types.
Retrain	RET	Retrain status code. Enter YES or NO to change both male and female class types.
In–service	IS	In–service status code. Enter YES or NO to change both male and female class types.
Split training options one and two	SP1 and SP2	Split training option status codes. Enter YES or NO to change both the male and female class types associated with a split training type.
On class report record RQST THRU SP1 SP2 QTA XXX X X RES – – – – – – UNF —— —— ——		The values for the REQUEST quota for through tickets, Split1 and Split2 may be changed. The values for RES (reservation) and UNF (unfilled) are automatically calculated. See table 17–6 for the effect of updated values on other reported quota totals.
Scheduled input (for class records)	SCHED INPUT	This value may be updated. It has no effect upon quota calculations.

17–5A. (Title not used)

Paragraph not used.

Section III
Program Operation

17–6. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RUQUOT and depresses the carriage return key. The program is now ready to communicate with the user.

17–7. Procedures

Follow the procedures described below to execute the RUQUOT program. Users with LIMITED REPORT capability should proceed directly to paragraph 17–7(c) for Weekly Limit Quotas report mode procedures. Refer to figures 17–1 through 17–9 for sample RUQUOT output.

Prompt (1): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)?

Table 17–1B
Procedures to execute the RUQUOT program

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to obtain a list of the eight available structures.	2
Enter U to generate a list of valid user IDS and their processing capabilities.	
– Management users proceed to prompt 3 for report generation procedures.	3
– All other users proceed to prompt 4 for report generation procedures.	4
Enter S to process sharing window quotas. Proceed to paragraph 17–7(b) for sharing window procedures.	11
Enter W to process weekly limit quotas. Proceed to paragraph 17–7(c) for weekly limit quota procedures	
– If user has report only capability:	15
– All other users:	14
Enter C to process individual class quotas. Proceed to paragraph 17–7(d) for individual class quota procedures.	
– If user has report only capability:	23
– All other users:	22
Enter R to process retrainee windows. Proceed to paragraph 17–7(e) for retrainee window quota procedures.	38
Enter T to process retrainee percent. Proceed to paragraph 17–7(f) for retrainee percent procedures.	41
Enter I to process the status indicator. Proceed to paragraph 17–7(g) for status indicator procedures.	
– If user has report only capability:	45
– All other users:	44
Enter H to generate HELP information regarding combined status codes. Combined status codes are found in the Individual Class Quotas. See figure 17–9 for a sample.	1
Enter F to process Fine Tuning Switches for specific class types. Proceed to paragraph 17–7(h) for procedures.	
– If user has report only capability:	55
– All other users:	54
ENTER K to replicate class priorities	63
Enter E to terminate processing.	EXIT
2 Depress the carriage return key.	

Prompt (2): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THE FOLLOWING ITEMS ARE CURRENTLY ON THE QUOTA LIST:
```
     1) QUOTA PROGRAM USERS          (U)
     2) SHARING WINDOW               (S)
     3) WEEKLY LIMIT QUOTAS          (W)
     4) INDIVIDUAL CLASS QUOTAS      (C)
     5) RETRAINEE WINDOW             (R)
     6) RETRAINEE PERCENT            (T)
     7) STATUS INDICATOR             (I)
     8) HELP INFORMATION             (H)
     9) REPLICATE F. T. SWITCH       (F)
    10) REPLICATE CLASS PRIORITIES   (K)
ENTER SELECTION OR END(E)
```

1 The user should now enter **one** of the following responses:	
Enter U or 1 to generate a list of valid user IDS and their processing capabilities.	
– Management users proceed to prompt 3 for report generation procedures.	3
– All other users proceed to prompt 4 for report generation procedures.	4
Enter S or 2 to process sharing window quotas. Proceed to paragraph 17–7(b) for sharing window procedures.	11
Enter W or 3 to process weekly limit quotas. Proceed to paragraph 17–7(c) for weekly limit quota procedures.	
– If user has report only capability:	15
– All other users:	14
Enter C or 4 to process individual class quotas. Proceed to paragraph 17–7(d) for individual class quota procedures.	
– If user has report only capability:	23
– All other users:	22
Enter R or 5 to process retrainee windows. Proceed to paragraph 17–7(e) for retrainee window quota procedures.	38
Enter T or 6 to process retrainee percent. Proceed to paragraph 17–7(f) for retrainee percent procedures.	41
Enter I or 7 to process the status indicator. Proceed to paragraph 17–7(g) for status indicator procedures	
– If user has report only capability:	45
– All other users:	44
Enter H or 8 to generate HELP information regarding combined status codes. Combined status codes are found in the Individual Class Quotas. See figure 17–9 for a sample.	1
Enter F or 9 to process Fine Tuning Switches for specific class types. Proceed to paragraph 17–7(h) for procedures.	
– If user has report only capability:	55
– All other users:	54

Table 17–1B
Procedures to execute the RUQUOT program—Continued

Steps	Next Prompt
Enter K to replicate class priorities. See paragraph 17–7(i) for procedures.	63
Enter E to return to the initial prompt.	EXIT
2 Depress the carriage return key.	

a. RUQUOT Quota Program Users.

Prompt (3): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

USER REPORT(R), ADD(A), CHANGE(C), DELETE(D), OR END(E).

Table 17–1C
RUQUOT Quota Program Users

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to generate a report of user IDS of individuals who have access to RUQUOT. This report specifies the users processing capability. RUQUOT will print the report and repeat this prompt.	3
Enter A to add a new user number. Proceed to paragraph 17–7(a–1).	5
Enter C to change a user type. Proceed to paragraph 17–7(a–2).	7
Enter D to delete a user number. Proceed to paragraph 17–7(a–3).	9
Enter E to terminate this structure.	1
2 Depress the carriage return key.	

Prompt (4): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

USER REPORT(R) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to generate a report of user IDS of individuals who have access to RUQUOT. This report specifies the users processing capability. RUQUOT will print the report and repeat this prompt.	4
Enter E to terminate this structure.	1
2 Depress the carriage return key.	

(1) *RUQUOT Quota Program Users – Add User.*

Prompt (5): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER USER NUMBER OR END(E)

Table 17–1D
RUQUOT Quota Program Users – Add User.

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the new user number to add a user.	6
Enter E to return to the initial structure prompt.	1
2 Depress the carriage return key.	

Prompt (6): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER USER TYPE (REPORT(R) OR UPDATE(U))OR END(E)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to assign report only processing capability to the new user. RUQUOT will confirm the addition of the new user and return to the initial structure prompt. See figure 17–1 for a sample user addition.	5
Enter U to assign report and update processing capabilities to the new user. RUQUOT will confirm the addition of the new user and return to the initial structure prompt. See figure 17–1 for a sample user addition to terminate this structure without making the addition.	5
Enter E to terminate this structure without making the addition.	1

Table 17–1D
RUQUOT Quota Program Users – Add User.—Continued

Steps	Next Prompt
2 Depress the carriage return key.	

(2) *RUQUOT Quota Program Users – Change User.*
   Prompt (7): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER USER NUMBER OR END(E)

Table 17–1E
RUQUOT Quota Program Users – Change User.

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the number of the user whose type is to be changed.	8
Enter E to terminate this structure.	1
2 Depress the carriage return key.	

   Prompt (8): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE USER NUMBER XXX FROM (type 1) to (type 2)(C) OR END(E).

1 The user should now enter **one** of the following responses:	
Enter C to complete the change. RUQUOT will print a confirmation message, and will return to the initial structure prompt. See figure 17–1 for a sample change.	1
Enter E to terminate this structure without making the change.	1
2 Depress the carriage return key.	

(3) *RUQUOT Quota Program Users – Delete User.*
   Prompt (9): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER USER NUMBER OR END(E)

Table 17–1F
RUQUOT Quota Program Users – Delete User

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the ID number of the user to be deleted.	10
Enter E to exit this structure.	1
2 Depress the carriage return key.	

   Prompt (10): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETE USER (User number)(User type)(D) OR END(E)

1 The user should now enter **one** of the following responses:	
Enter D to delete the indicated user. RUQUOT will print a confirmation message and return to the initial program prompt. See figure 17–1 for a sample deletion.	1
Enter E to end this structure without making the deletion.	1
2 Depress the carriage return key.	

b. RUQUOT Sharing Window processing procedures.

Prompt (11): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SHARING WINDOW
ENTER REPORT(R), UPDATE(U), OR END(E):

Table 17–1G
RUQUOT Sharing Window processing procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to report the sharing window. RUQUOT prints the sharing window in days. The program then repeats the initial structure prompt.	11
Enter U to update the sharing window. Proceed to the following prompt.	12
Enter E to return to the first prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (12): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW WINDOW, OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter a new sharing window between 0 and 99, inclusive, to change the sharing window. RUQUOT displays the new sharing window.	13
Enter E to exit to the previous prompt without updating the sharing window.	11
2 Depress the carriage return key.	

Prompt (13): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

OK, NEW WINDOW:
CHANGE(C) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to change the new sharing window. RUQUOT prompts the user for a new sharing window number.	13
Enter O to verify that the new sharing window is valid. Return to the initial program prompt.	1
Enter E to return to the initial structure prompt. (The new sharing window is accepted by RUQUOT.)	11
2 Depress the carriage return key.	

c. RUQUOT Weekly Quotas processing procedures.

Prompt (14): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

WEEKLY LIMITS REPORT(R), CHANGE(C) OR END(E)?

Table 17–1H
RUQUOT Weekly Quotas processing procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to generate a report of weekly limit quotas.	16
Enter C to update weekly limit quotas.	18
Enter E to return to the initial program prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (15): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

WEEKLY LIMITS REPORT(R) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to generate a report of weekly limit quotas.	16
Enter E to return to the initial program prompt without further processing.	1

Table 17–1H
RUQUOT Weekly Quotas processing procedures—Continued

Steps	Next Prompt
2 Depress the carriage return key.	

Prompt (16): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RECSTA DATES MUST BE BETWEEN XX/XX/XX AND XX/XX/XX. ENTER RECSTA DATES OR END(E):
START   END
DD/MM/YY   DD/MM/YY

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired RECSTA dates to generate a report for a single RECSTA date or a range of RECSTA dates.	17
Enter E to exit the prompt without generating a report.	1
2 Depress the carriage return key.	

Prompt (17): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TOTALS ONLY(T), ALL COMPONENTS(C), AA(A), AR(R), NG(G) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter T to generate a report of weekly AIT class quota totals. Return to the initial program prompt.	1
Enter C to generate a report of AIT class quotas for all Army components. Return to the initial program prompt.	1
Enter A to generate a report of Active Army AIT class quotas only. Return to the initial program prompt.	1
Enter R to generate a report of Army Reserve AIT class quotas only. Return to the initial program prompt.	1
Enter G to generate a report of National Guard AIT class quotas only. Return to the initial program prompt.	1
Enter E to exit the prompt without generating a report. Return to the initial program prompt.	1
2 Depress the carriage return key.	

Prompt (18): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RECSTA DATES MUST BE BETWEEN XX/XX/XX AND XX/XX/XX. ENTER RECSTA DATES OR END(E):
START   END
DD/MM/YY   DD/MM/YY

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired RECSTA dates to update quotas for a single RECSTA date or a range of RECSTA dates.	19
Enter E to return to the initial program prompt without updating anything.	1
2 Depress the carriage return key.	

Prompt (19): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TOTALS ONLY(T), ALL COMPONENTS(C), AA(A), AR(R), NG(G) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter T to update AIT class quota totals.	20
Enter C to update AIT class quotas for all Army components.	20
Enter A to update AIT class quotas for Active Army only.	20
Enter R to update AIT class quotas for Army Reserve only.	20
Enter G to update AIT class quotas for National Guard only.	20
Enter E to return to the initial program prompt without changing anything.	1
2 Depress the carriage return key.	

Prompt (20): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER CHANGES UNDER CURRENT VALUES
(RUQUOT prints quotas line by line.)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired new quotas directly below the quotas to be changed. Do not enter anything below quotas that is not to be changed.	21
2 Depress the carriage return key	

Table 17–1H
RUQUOT Weekly Quotas processing procedures—Continued

Steps	Next Prompt

Prompt (21): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE FILE (C), CANCEL CHANGE(N) OR END(E)?

1	The user should now enter **one** of the following responses:	
	Enter C to implement the changes to the Quota file. Return to the initial program prompt.	1
	Enter N or E to cancel the changes so that the quotas appear as they were previous to the changes. Return to the initial program prompt.	1
2	Depress the carriage return key.	

d. RUQUOT Individual Class Quotas processing procedures.
Prompt (22): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INDIV CLASS REPORT(R), CHANGE(C) OR END(E)?

Table 17–1I
RUQUOT Individual Class Quotas processing procedures

Steps	Next Prompt

1	The user should now enter **one** of the following responses:	
	Enter R to report individual AIT classes.	24
	Enter C to change information for individual AIT classes.	24
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (23): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

INDIV CLASS REPORT(R) OR END(E)?

1	The user should now enter **one** of the following responses:	
	Enter R to report individual AIT classes.	24
	Enter E to exit the prompt without further processing.	24
2	Depress the carriage return key.	

Prompt (24): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REGULAR(R), INUNIT(I). MULTI–LOC(M), OR ALL(A), CLASSES, OR END?

1	The user should now enter **one** of the following responses:	
	Enter R To report or update regular AIT classes (includes OSUT and non–OSUT).	29
	Enter I to report or update classes taught in–unit.	25
	Enter M to report or update multiply–taught classes.	27
	Enter A to report all classes.	31
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (25): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1	The user should now enter **one** of the following responses:	
	Enter A for all MOS.	26
	Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	26
	Example: M, 11B1, 11G1	
	Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	26
	Example: C, 11, 12,13	
	Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	26

Steps	Next Prompt

Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	26
Example: I, 11	
	26
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	25
Enter E to return to the previous prompt.	24

2   The next user action depends upon the user selection above. If the user chose:
A, H or E, depress the carriage return key (or enter key) **once;**
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a
range of codes above. If the user selected a:
– **single code,** depress the carriage return **twice,**
– **list of codes,** depress the carriage return **twice,**
– **range of codes,** depress the carriage return **once.**

NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (26): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER UNIT NAME, 'ALL', OR END?

1 The user should now enter **one** of the following responses:	
Enter the desired unit name to update or report classes for a specific unit.	32
Enter ALL to update or report classes for all units.	32
Enter E To exit the prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (27): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	28
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	28
Example:M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	28
Example:C, 11, 12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	28
Example:S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	28
Example:I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	27
Enter E to return to the previous prompt.	26

2   The next user action depends upon the user selection above. If the user chose:
A, H or E, depress the carriage return key (or enter key) **once;**
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a
range of codes above. If the user selected a:
– **single code,** depress the carriage return **twice,**
– **list of codes,** depress the carriage return **twice,**
– **range of codes,** depress the carriage return **once.**
NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (28): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER LOCATION NAME, 'ALL' OR END?

1 The user should now enter **one** of the following responses:	
Enter the desired location to report or update classes for a specific AIT location.	32
Enter ALL to generate a report for all locations.	32
Enter E to exit the prompt without further processing.	1

Steps	Next Prompt
2 Depress the carriage return key.	

Prompt (29): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	30
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 17–B for a list of valid delimiters).	30
Example:M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	30
Example:C, 11, 12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	30
Example:S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	30
Example:I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	29
Enter E to return to the previous prompt.	28
2 The next user action depends upon the user selection above.	
If the user chose:	
A, H or E, depress the carriage return key (or enter key) **once;**	
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:	
– **single code,** depress the carriage return **twice,**	
– **list of codes,** depress the carriage return **twice,**	
– **range of codes,** depress the carriage return **once.**	

NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (30): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

MALE(M), FEMALE(F), NON–OSUT(N), ALL CLASSES(A), OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter M if male AIT classes are desired.	32
Enter F if female AIT classes are desired.	32
Enter N if non–OSUT classes are desired.	32
Enter A if all classes are desired.	32
Enter E to exit the prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (31): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	32
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	32
Example:M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	32
Example:C. 11, 12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	32
Example:S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	32
Example:I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	31
Enter E to return to the previous prompt.	30
2 The next user action depends upon the user selection above.	

Table 17–1I
RUQUOT Individual Class Quotas processing procedures—Continued

Steps	Next Prompt

If the user chose:
A, H or E, depress the carriage return key (or enter key) **once;**
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a
range of codes above. If the user selected a:
– **single code,** depress the carriage return **twice,**
– **list of codes,** depress the carriage return **twice,**
– **range of codes,** depress the carriage return **once.**
NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (32): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RECSTA DATES MUST BE BETWEEN XX/XX/XX and XX/XX/XX ENTER RECSTA DATES OR END(E):
START   END
DD/MM/YY   DD/MM/YY

1	The user should now enter **one** of the following responses:	
	Enter the start and end RECSTA dates for the range of dates to be processed to update or report AIT class information.	33
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (33): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TOTALS(T), AA(A), AR(R), NG(G), ALL(L), OR END(E)?

1	The user should now enter **one** of the following responses:	
	Enter T to report or update AIT class quota totals.	
	Enter A to report or update AIT class totals for Active Army only.	
	Enter R to report or update AIT class quotas for Army Reserve only.	
	Enter G to report or update AIT class quotas for National Guard.	
	Enter L to report or update AIT class quotas for all Army components.	
	– When in Report mode, RUQUOT prints the desired report and returns to the initial prompt.	1
	– When in Update mode:	34
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (34): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE RECSTAS (Y, N) OR END(E)?

1	The user should now enter **one** of the following responses:	
	Enter Y to change RECSTA dates. (Note: in general, RECSTA dates should only be changed if no reservations have been made for the class.)	35
	Enter N if no change in RECSTA dates is desired.	35
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (35): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER CHANGES UNDER CURRENT VALUES, OR END (E): RUQUOT will print a line of quota information.

1	The user should now enter **one** of the following responses:	
	Enter the changes directly under the information to be changed. Information that is to remain the same should be left blank. RUQUOT will print the same line with the incorporated changes and then will print the next line. Certain fields are calculated by RUQUOT and cannot be changed.	
	– If a change in RECSTA dates was desired:	36
	– If no change in RECSTA dates was desired:	37
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Steps	Next Prompt

Prompt (36): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RECSTA IS XX/XX/XX
ENTER NEW RECSTA DATE OR END(E)?

Step	Description	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter the desired new RECSTA date to change the RECSTA date.	37
	Enter E to exit the prompt without further processing.	1

Prompt (37): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE FILE(Y, N) OR END(E)?

Step	Description	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter Y to implement the changes to the file.	1
	Enter N or E to erase all changes made to the file so that the data appears as it was previous to the changes	1
2	Depress the carriage return key.	

e. RUQUOT Retrainee Window processing procedures.

Prompt (38): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RETRAINEE WINDOW:
ENTER REPORT(R), UPDATE(U), OR END(E)?

Table 17–1J
RUQUOT Retrainee Window processing procedures

Steps	Next Prompt

Step	Description	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter R to generate the report of the retrainee window in days. RUQUOT prints the report and repeats this prompt.	38
	Enter U to change the retrainee window.	39
	Enter E to exit the prompt without further processing.	1
2	Depress the carriage return key.	

Prompt (39): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW WINDOW OR END(E):

Step	Description	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter a desired window between 0 and 99 to change the retrainee window.	40
	Enter E to return to the previous prompt, without updating the retrainee window.	38
2	Depress the carriage return key.	

Prompt (40): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

OK, CHANGE(C), OR END?

Step	Description	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter C to change the new sharing window. RUQUOT then repeats the previous prompt for a new retrainee window.	39
	Enter O or E to implement the new sharing window on the system.	1
2	Depress the carriage return key.	

f. RUQUOT Retrainee Percent procedures.

Prompt (41): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RETRAINEE PERCENT IS XX ENTER CHANGE(C) OR END(E)

Table 17–1K
RUQUOT Retrainee Percent procedures.

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter C to change the percentage of those to be retrained and proceed to the next prompt.	42
	Enter E to terminate this structure.	1
2	Depress the carriage return key.	

Prompt (42): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW RETRAINEE PERCENT OR END(E)

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter the new percent and proceed to the next prompt.	43
	Enter E to exit this structure.	1
2	Depress the carriage return key.	

Prompt (43): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RETRAINEE PERCENT IS XX, ENTER CHANGE(C) OR END(E)

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter C to change the percent again.	42
	Enter E to terminate the structure.	1
2	Depress the carriage return key:	

g. RUQUOT Status Indicator processing procedures.

Prompt (44): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step, in the response chart has been taken.

REPORT(R), CHANGE(C), UPDATE INSTRUCTIONS(I) OR END(E)

Table 17–1L
Response Chart

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter R to report the status of various class types.	46
	Enter C to update the status of various class types.	46
	Enter I to receive instructions on how to use the update function. See figure 17–8.	44
	Enter E to terminate the structure.	1
2	Depress the carriage return key.	

Prompt (45): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT(R) OR END(E)

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter R to report the status of various class types.	46
	Enter E to terminate the structure.	1
2	Depress the carriage return key.	

Table 17–1L
Response Chart—Continued

Steps	Next Prompt

Prompt (46): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLACE AN 'X' UNDER CLASS TYPES(S) DESIRED:
FORMAL   INUNIT   TRAINING
OSUT   NON   OSUT NON TYPES(S)
MAL/FEM/OSUT/MAL/FEM/OSUT//l/2 /3

1	**Enter an X** under the class type to be updated or reported. If an in unit class type is selected, a training type must also be entered.	47
2	Depress the carriage return key.	

Prompt (47): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I); HELP(H), OR END(E):

1	The user should now enter **one** of the following responses:	
	Enter A for all MOS.	48
	Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	48
	Example: M, 11B1, 11G1	
	Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	48
	Example: C, 11, 12,13	
	Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	48
	Example: S, GE, SS	
	Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	48
	Example: I, 11	
	Enter H to display the HELP module for this 'MOS SELECTION' prompt.	47
	Enter E to return to the previous prompt.	46
2	The next user action depends upon the user selection above. If the user chose:	
	A, H or E, depress the carriage return key (or enter key) **once;**	
	M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:	
	– **single code,** depress the carriage return **twice,**	
	– **list of codes,** depress the carriage return **twice,**	
	– **range of codes,** depress the carriage return **once.**	
NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.		

Prompt (48): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATES OR END
  START   END
DD/MM/YY   DD/MM/YY

1	The user should now enter **one** of the following responses:	
	Enter the start and end RECSTA dates, with slashes, and under the letters, for the range of dates to be processed.	49
	Enter E to exit this structure.	1
2	Depress the carriage return key.	

Prompt (49): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

AA(A), AR(R), NG(G), ALL(L) OR END?

1	The user should now enter **one** of the following responses:	
	Enter A to process Active Army.	
	– If report mode was selected:	50
	– If change mode was selected:	51
	Enter R to process Army Reserve.	
	– If report mode was selected:	50
	– If change mode was selected:	51
	Enter G to process National Guard.	
	– If report mode was selected:	50

Table 17–1L
Response Chart—Continued

Steps	Next Prompt
– If change mode was selected:	51
Enter L to process all components.	
– If report mode was selected:	50
– If change mode was selected:	51
Enter E to exit this structure.	1
2 Depress the carriage return key.	

Prompt (50): RUQUOT will print the desired MOS, CMF, staff ID, or skill cluster followed by a breakdown of enlistment types under which the status indicators are printed.

1 RUQUOT will return to the initial program prompt.	

Prompt (51): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RUQUOT will print a heading of enlistment types according to the previously entered component.

1 **Enter a YES or NO** under each enlistment type or sex category to be updated. A yes indicates open status, a no indicates closed, and a blank means no change. If an enlistment type is changed, both sex categories associated with that type will automatically be updated also.	52
2 Depress the carriage return key.	

Prompt (52): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

RUQUOT displays a message indicating that the change made will affect all of the MOSs, RECSTA dates, and class types which the user previously specified. It then prints the heading with the changes to be incorporated, followed by the prompt:

1 The user should now enter **one** of the following responses:	
Enter Y if the changes displayed are those desired and should be implemented.	53
Enter N if the changes printed are not desired.	44
2 Depress the carriage return key.	

Prompt (53): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

UPDATE COMPLETE

1 No response is required. RUQUOT will return to the initial prompt.	

h. RUQUOT Replicate Fine Tuning switch.
Prompt (54): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)?

Table 17–1L
RUQUOT Replicate Fine Tuning switch

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to get a report of the status of fine tuning switches.	56
Enter C to change a fine tuning switch.	56
Enter I to obtain updating instructions for the fine tuning switches.	54
Enter E to leave this mode of operation. The program will return to the initial prompt.	1
2 Depress the carriage return key.	

Prompt (55): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT (R) OR END (E)?

1 The user should now enter **one** of the following responses:	
Enter R to get a report of the status of fine tuning switches.	56
Enter E to exit this structure. The program will return to the initial prompt.	1

Table 17–1L
RUQUOT Replicate Fine Tuning switch—Continued

Steps	Next Prompt

2   Depress the carriage return key.

Prompt (56): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
  FORMAL   INUNIT   TRAINING
 OSUT   NON– OSUT NON–   TYPE(S)
 MAL/FEM/OSUT//MAL/FEM/OSUT// I/ 2 / 3

1	**Enter an 'X'** under each class type you wish to have reported.	57
2	Depress the carriage return key.	

Prompt (57): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1   The user should now enter **one** of the following responses:
      Enter A for all MOS.   58
      Enter M, code to indicate the single selection, list or range desired for the specific MOS. The M and the   58
      code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).
                          Example: M, 11B1, 11G1
      Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C   58
      and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).
                          Example: C, 11, 12, 13
      Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code   58
      must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).
                          Example: S, GE, SS
      Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be   58
      separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).
                          Example: I, 11
      Enter H to display the HELP module for this 'MOS SELECTION' prompt.   57
      Enter E to return to the previous prompt.   56
2   The next user action depends upon the user selection above. If the user chose:
      A, H or E, depress the carriage return key (or enter key) **once;**
      M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a
      range of codes above. If the user selected a:
        – **single code,** depress the carriage return **twice,**
        – **list of codes,** depress the carriage return **twice,**
        – **range of codes,** depress the carriage return **once.**
NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (58): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATE OR END (E)
  START   END
DD/MM/YY   DD/MM/YY

1   The user should now enter **one** of the following responses:
      Enter the two RECSTA dates to define the date range to report Fine Tuning switches. RUQUOT will display   1
      the report and return to the initial prompt.
      Enter the two RECSTA dates to define the date range to change Fine Tuning switches.   59
      Enter E to cancel the report or change.   1
2   Depress the carriage return key.

Prompt (59): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER FINE TUNING SWITCH VALUE OR END

1   The user should now enter **one** of the following responses:
      Enter OFF to turn off the Fine Tuning switches over the defined range.   60
      Enter ON/Y to turn on the switch, for annual.   60
      Enter END to cancel the change.   1
2   Depress the carriage return key.

Table 17–1L
RUQUOT Replicate Fine Tuning switch—Continued

Steps	Next Prompt

Prompt (60): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THE FINE TUNING SWITCH(ES) WILL BE SET FOR ALL MOS, FOR ALL RECEPTION STATION DATES, AND CLASS TYPES SPECIFIED ABOVE. IS THIS CORRECT? ENTER Y OR N

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to indicate that the change is correct.	
– If OFF or ON/Y were entered, RUQUOT will report the completion of the Update and return to the initial prompt.	1
– will prompt for new class 61 quota percentages.	61
Enter N to cancel the change.	1
2 Depress the carriage return key.	

Prompt (61): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER THE DESIRED PERCENTAGE FOR EACH FIELD BELOW. (NOTE: A BLANK ENTRY WILL BE INTERPRETED AS O%.)
XX/NPS MAL FEM/PS MAL FEM/IS MAL FEM

Steps	Next Prompt
Enter the new percentages beneath the appropriate field. RUQUOT will repeat entries for confirmation.	62
2 Depress the carriage return key.	

Prompt (62): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ARE THESE PERCENTAGES CORRECT? ENTER Y/N.

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to complete the update with these percentages. RUQUOT will allow updates to the next component or confirm the update and return the opening prompt.	1
Enter N to change percentages.	61
2 Depress the carriage return key.	

i. RUQUOT Replicate Class Priorities.

Prompt (63): RUQUOT will print one of the following prompts for the Replicate Class Priorities structure. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
REPORT(R) OR END(E)?
REPORT(R), REPORT & UPDATE(B), UPDATE(U) OR END(E)?

Table 17–1M
RUQUOT Replicate Class Priorities

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to report existing class priority.	64
Enter B to update class priority and to report the updated classes.	64
Enter U to update class priority.	64
Enter E to terminate this path.	1
2 Depress the carriage return key.	

Prompt (64): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLACE AN X UNDER CLASS TYPE(S) DESIRED
   FORMAL   INUNIT   TRAINING
 OSUT   NON   OSUT   NON   TYPE(S)
MAL/FEM/OSUT   MAL/FEM/OSUT/   /l/2/3/

Steps	Next Prompt
1 **Enter an 'X'** under each class type to be replicated or reported.	65
2 Depress the carriage return key.	

Table 17–1M
RUQUOT Replicate Class Priorities—Continued

Steps	Next Prompt

Prompt (65): RUQUOT will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	66
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the	66
code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C	66
and the code must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	
Example: C, 11, 12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code	66
must be separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	
Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be	66
separated by valid delimiters (see paragraph 17–8 for a list of valid delimiters).	
Example: I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	65
Enter E to return to the previous prompt.	63
2 The next user action depends upon the user selection above. If the user chose:	
A, H or E, depress the carriage return key (or enter key) **once; M, C, S or I,** the user action depends upon	
whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:	
– **single code,** depress the carriage return **twice,**	
– **list of codes,** depress the carriage return **twice,**	
– **range of codes,** depress the carriage return **once.**	

NOTE: See paragraph 17–8 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (66): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATES OR END(E)
START   END
DD/MM/YY   DD/MM/YY

1 The user should now enter **one** of the following responses:	
Enter RECSTA dates(s) to define the range of classes to be reported or updated.	
– if report (R) only path, RUQUOT displays the class information. See figure 17– 11 for a sample report.	1
– if report and update (B) or update (U) only path.	67
Note: One date only may be entered.	1
Enter E to terminate this path.	
2 Depress the carriage return key.	

(67): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER THE NEW CLASS PRIORITY:

1 The user should now enter the following response:	
Enter a new value for class priority. Valid values = O–15.	68
2 Depress the carriage return key.	

Prompt (68): RUQUOT will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THE NEW CLASS PRIORITY WILL BE SET FOR ALL MOS(s), FOR ALL RECEPTION STATION DATE(S), AND CLASS TYPE(S) SPECIFIED ABOVE. IS THIS CORRECT? ENTER Y OR N:

1 The user should now enter **one** of the following responses:	
Enter Y to update the class priorities. RUQUOT processes the update and prints a confirmation message,	1
'UPDATE COMPLETED'. See figure 17–12 for a Replicate Class Priorities sample.	
Enter N to terminate this path without processing the replication.	63
2 Depress the carriage return key.	

17–8. DESMOS HELP in response to the prompt:

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s)to be reported. Use the format below to respond to this prompt.

Valid input format: category delimiter code

Table 17–1N
DESMOS HELP in response to the prompt – (Valid input format: category delimiter code)

Category	Code	Delimiters
A = All MOS on file	N/A	
M = Specified MOSs	4–character MOS	
C = Specified CMFs	1–2 character CMF	
S = Specified Skill Clusters	2–character Skill Clusters	
I = Specified Staff IDs	1–2 character Staff ID	
Valid choices: = ′ / , . blank		
– (dash – reserved for delimiter between start and end of range)		

Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The **only** exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.

Notes

Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time.

In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will**not** be maintained.

Examples

		Response
All	1.	A
	2.	Depress the carriage return key.
Single	1.	C, 11 (or) C. 11
	2.	Depress the carriage return key **twice.**
List	1.	C, 11, 12, 13, 20, 36 (or) C 11 12 13 20 36
	2.	Depress the carriage return key **twice.**
Range	1.	C 11–15 (or) C = 11–15
	2.	Depress the carriage return key.

```
USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?R

        USERID       TYPE
         115         UPDATE
         214         UPDATE
         215         UPDATE
         270         UPDATE
         271         UPDATE
         272         UPDATE
         280         UPDATE
         281         UPDATE
         282         UPDATE
         297         REPORT (ALL)
         500         REPORT (LIMITED)
         729         UPDATE
         731         REPORT (ALL)
         733         REPORT (ALL)
         800         UPDATE
         825         REPORT (ALL)
         833         REPORT (ALL)
         904         REPORT (ALL)
         910         REPORT (LIMITED)
         959         REPORT (ALL)

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?A

ADD USER -- ENTER USER NUMBER OR END (E) ?332

ENTER USER TYPE (REPORT (R) OR UPDATE (U)) OR END (E) ?U
USER NUMBER 332 ADDED FOR UPDATE

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?C

CHANGE USER -- ENTER USER NUMBER OR END (E) ?332

CHANGE USER NUMBER 332 FROM UPDATE TO REPORT (C) OR END (E) ?C
USER NUMBER 332 CHANGED FROM UPDATE TO REPORT

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?D

DELETE USER -- ENTER USER NUMBER OR END (E) ?D
USER NUMBER 332 DELETED

USER REPORT (R), ADD (A), CHANGE (C), DELETE (D), OR END (E) ?E
```

Figure 17–1. RUQUOT Quota Program Users Report and Update procedure

```
                    ENTER SELECTION OR END(E)?⑤
                    SHARING WINDOW
                    ENTER REPORT(R), UPDATE(U), OR END(E):®

                    SHARING WINDOW:  O

                    SHARING WINDOW
                    ENTER REPORT(R), UPDATE(U), OR END(E):Ⓤ

                    SHARING WINDOW:  O

                    ENTER NEW WINDOW, OR END(E):⑤
                    NEW WINDOW:  5

                    OK, CHANGE(C), OR END(E)?Ⓞ
                    SHARING WINDOW
                    ENTER REPORT(R), UPDATE(U), OR END(E):Ⓔ
```

Figure 17–2. RUQUOT Sharing Window Report and Update procedures

```
WEEKLY LIMITS REPORT(R), CHANGE(C), OR END(E)   ?Ⓒ

RECSTA DATES MUST BE BETWEEN 16/11/81 and 28/ 2/83.
ENTER RECSTA DATES OR END(E):
   START      END
DD/MM/YY   DD/MM/YY
  8/ 3/82    8/ 3/82

TOTALS ONLY(T), ALL COMPONENTS(C), AA(A), AR(R), NG(G), OR END(E) ?Ⓖ
ENTER CHANGES UNDER CURRENT VALUES

WEEKLY LIMITS AND RESERVATIONS FOR RECSTA WEEK 8/ 3/82

TOTALS

            AA       AR       NG       RET
   LIMIT  32767    32767    32767    32767
          30000             30000

          30000    32767    30000    32767
   FILL      O        O        O        O

CHANGE FILE(C), CANCEL CHANGE(N), OR END(E)   ?Ⓒ

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)?Ⓔ
```

Figure 17–3. RUQUOT Weekly Limit Quotas Update mode with National Guard option

ENTER SELECTION OR END(▣)

INDIV CLASS REPORT(R), CHANGE(C), OR END(E)   ?▣

REGULAR(R), INUNIT(I), MULTI-LOC(M), OR ALL(A) CLASSES, OR END(E)   ?▣

ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END(E):   ▣ ▣▣▣▣

MALE(M), FEMALE(F), NON-OSUT(N), ALL CLASSES(A), OR END(E)   ?▣

RECSTA DATES MUST BE BETWEEN 3/ 6/83 and 23/ 9/85.
ENTER RECSTA DATES OR END(E):
    START   END
DD/MM/YY   DD/MM/YY
 ▣▣ ▣▣▣▣
TOTALS(T), AA(A), AR(R), NG(G), ALL(L), OR END(E)   ?▣

CHANGE RECSTAS (Y,N), OR END(E)   ?▣

ENTER CHANGES UNDER CURRENT VALUES, OR END(E):

INDIVIDUAL CLASS QUOTAS REPORT:

DATA FOR RECSTA DATE 2/ 1/84:

```
                                              COMBINED STAT CODES
 MOS     AIT      REC   AIT      AIT      CLS   AA      AR      NG           CLASS
         LOCATION NUM   DATE     FOLL-ON  PRI   NPICR   NICR12  NICR12       NUMBER
11B1*             0     6/ 1/84           5     33313   131111  131111
11B1*             0     6/ 1/84           5     33313   131111  131111

                                         RQST THRU  SP1      SP2    TOT
SHD SEAT FINE  RETRAINEE    SCHED ORIG  OTHER QTA   179     0        0    179 PCT
AA AR NG TUNE PCT QUOTA RES INPUT QUOTA QUOTA RES   130     0        0    130 FILL
N  N  N  ON/Y 46  43    0   0     179   0 UNF        49     0        0     49 73
```

CHANGE FILE(Y,N) OR END(E)   ?
▣

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)   ?▣

Figure 17–4. RUQUOT Individual Class Quotas Update mode with regular report option

```
          ENTER SELECTION OR END(E):   5
          RETRAINEE WINDOW:
          ENTER REPORT(R), UPDATE(U), OR END(E):R

          RETRAINEE WINDOW:   4

          RETRAINEE WINDOW:
          ENTER REPORT(R), UPDATE(U), OR END(E):U

          RETRAINEE WINDOW:   4

          ENTER NEW WINDOW, OR END(E):5
          NEW WINDOW:   5

          OK, CHANGE(C), OR END(E)?O

          RETRAINEE WINDOW:
          ENTER REPORT(R), UPDATE(U), OR END(E):E
```

Figure 17–5. RUQUOT Retrainee Window Report and Update modes

```
   ENTER SELECTION OR END (E)?   6

   RETRAINEE PERCENT IS 15, ENTER CHANGE (C) OR END (E)? C

   ENTER NEW RETRAINEE PERCENT OR END (E)? 16

   RETRAINEE PERCENT IS 16, ENTER CHANGE (C) OR END (E)? E
```

Figure 17–6. RUQUOT Retrainee Percent Report and Update sample

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? `R`
PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
   FORMAL   INUNIT   TRAINING
   OSUT NON-   OSUT NON- TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2 / 3
`X`
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   `M` `11B1`

ENTER RECSTA DATES OR END (E):
   START   END
DD/MM/YY DD/MM/YY
`22/11/82`

AA (A), AR (R), NG (G), ALL (L), OR END (E)? `A`

RECEPTION STATION DATE 22/11/82

MOS   AA /NSP MAL FEM/PS   MAL FEM/IS   MAL FEM/RET MAL FEM
11B1   YES YES YES YES YES YES YES YES YES YES YES YES YES

DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E)? `7`
REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? `C`
PLACE AN 'X' UNDER CLASS TYPES(S) DESIRED:
   FORMAL   INUNIT   TRAINING
   OSUT NON-   OSUT NON- TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2 / 3
`X`

ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   `M` `11B1`

ENTER RECSTA DATES OR END (E):
   START   END
DD/MM/YY DD/MM/YY
`22/11/82`

AA (A), AR (R), NG (G), ALL (L), OR END (E)? `A`

RECEPTION STATION DATE 22/11/82

                 AA /NSP MAL FEM/PS   MAL FEM/IS   MAL FEM/RET MAL FEM
                   `NO`   `NO`   `NO`

THE FOLLOWING STATUS CODES WILL BE SET FOR ALL MOS,
FOR ALL RECEPTION STATION DATES, AND CLASS TYPES SPECIFIED ABOVE.

                 AA /NSP MAL FEM/PS   MAL FEM/IS   MAL FEM/RET MAL FEM
                 NO NO NO   NO   NO

CORRECT (Y OR N)? `Y`
UPDATE COMPLETE.

Figure 17–7. RUQUOT Status Indicator Report and Update sample

```
DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E)? 7

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? I
STATUS CODE UPDATE INSTRUCTIONS.
TO CHANGE STATUS CODES TO OPEN ENTER 'YES' UNDER THE CATEGORY HEADING.
TO CHANGE STATUS CODES TO CLOSED ENTER 'NO'.
A 'NO' UNDER AA, AR, OR NG WILL CHANGE ALL STATUS CODES FOR
THAT COMPONENT TO CLOSED.
A 'NO' UNDER A CATEGORY TOTAL, SUCH AS NPS, WILL CHANGE BOTH
MAL AND FEM OF THAT CATEGORY TO CLOSED.
A 'YES' UNDER A COMPONENT HEADING OR A CATEGORY HEADING WILL HAVE NO EFFECT.

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? E
```

Figure 17–8. RUQUOT Quota Items update instructions

```
DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E) ?H

                    COMBINED STATUS CODES

SAMPLE DISPLAY:    AA      AR      NG
                   NPICR  NICR12  NICR12
                   01233  210032  130210

HEADING REPRESENTATION:
          N-NON-PRIOR SERVICE
          P-PRIOR SERVICE
          I-IN SERVICE
          C-CIVILIAN ACQUIRED SKILL
          R-RETRAINEE
          1-SPLIT ONE RESERVATION
          2-SPLIT TWO RESERVATION

VALUES:

          0-OPEN TO MALE OPEN TO FEMALE
          1-OPEN TO MALE, CLOSED TO FEMALE
          2-CLOSED TO MALE, OPEN TO FEMALE
          3-CLOSED TO MALE, CLOSED TO FEMALE

DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E) ?E
```

Figure 17–9. RUQUOT Help Information sample

```
DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E)? 9

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? R
PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
   FORMAL          INUNIT       TRAINING
   OSUT  NON-      OSUT  NON-    TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2 / 3
   X
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   M 11B1


ENTER RECSTA DATES OR END (E):
   START    END
DD/MM/YY DD/MM/YY
   28/05/84  28/05/84

RECEPTION STATION DATE 28/ 5/84

 MOS TYPE FT SWITCH
11B1 •        ON/Y

DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E) ? E

REPORT (R), CHANGE (C), UPDATE INSTRUCTIONS (I), OR END (E)? C
PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
   FORMAL          INUNIT       TRAINING
   OSUT  NON-      OSUT  NON-    TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2 / 3
   X
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   M 11B1

ENTER RECSTA DATES OR END (E):
   START    END
DD/MM/YY DD/MM/YY
   28/05/84  28/05/84

ENTER FINE TUNING SWITCH VALUE OR END OFF
THE FINE TUNING SWITCH(ES) WILL BE SET FOR ALL MOS, FOR ALL RECEPTION STATION
DATES, AND CLASS TYPES SPECIFIED ABOVE.

IS THIS CORRECT ENTER Y OR N: Y
UPDATE COMPLETE.

DISPLAY QUOTA ITEMS LIST (Y), ENTER SELECTION, OR END (E)? E
```

Figure 17–10. RUQUOT Replicate Fine Tuning Switch sample

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)? K

REPORT(R), REPORT & UPDATE(B), UPDATE(U) OR END(E)? R

PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
   FORMAL   INUNIT   TRAINING
   OSUT NON-   OSUT NON- TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2/ 3
X   X X X
ENTER MOS SELECTION (A,M,C,S,I), HELP(H), OR END(E):
M 11X1

ENTER RECSTA DATES OR END(E):
    START   END
  DD/MM/YY DD/MM/YY
3/06/85 1/07/85
 RECEPTION STATION DATE 3/ 6/85

 MOS TYPE PRIORITY
11X1 *   8

 RECEPTION STATION DATE 10/ 6/85

 MOS TYPE PRIORITY
11X1 *   8
 RECEPTION STATION DATE 17/ 6/85

 MOS TYPE PRIORITY
11X1 *   8
 RECEPTION STATION DATE 24/ 6/85

 MOS TYPE PRIORITY
11X1 *   8
 RECEPTION STATION DATE 1/ 7/85

 MOS TYPE PRIORITY
11X1 *   8
 NO UPDATING TO BE DONE.

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)? E

Figure 17–11. RUQUOT Replicate Class Priorities, report (R) Path sample

REPORT(R), REPORT & UPDATE(B), UPDATE(U) OR END(E)? B

PLACE AN 'X' UNDER CLASS TYPE(S) DESIRED:
     FORMAL   INUNIT   TRAINING
     OSUT NON-   OSUT NON-   TYPE(S)
MAL/FEM/OSUT//MAL/FEM/OSUT// 1/ 2 / 3
X   X   X   X
  ENTER MOS SELECTION (A,M,C,S,I), HELP(H), OR END(E):
  M 11X1

ENTER RECSTA DATES OR END(E):
  START   END
DD/MM/YY DD/MM/YY
3/06/85   1/07/85

  ENTER NEW CLASS PRIORITY OR END(E) 4

THE CLASS PRIORITY WILL BE SET FOR ALL MOS,
FOR ALL RECEPTION STATION DATES, AND CLASS TYPES SPECIFIED ABOVE.

IS THIS CORRECT? ENTER Y OR N: Y

 RECEPTION STATION DATE 3/ 6/85

 MOS TYPE PRIORITY
11X1 *   4
 RECEPTION STATION DATE 10/ 6/85

 MOS TYPE PRIORITY
11X1 *   4
 RECEPTION STATION DATE 17/ 6/85

 MOS TYPE PRIORITY
11X1 *   4
 RECEPTION STATION DATE 24/ 6/85

 MOS TYPE PRIORITY
11X1 *   4
 RECEPTION STATION DATE 1/ 7/85

 MOS TYPE PRIORITY
11X1 *   4

UPDATE COMPLETED

DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E)? E

Figure 17–12. RUQUOT Replicate Class Priorities, report and update (B) path sample

Section IV
Output Description

17–9. Output
RUQUOT provides output in the format described in table 17–2.

Table 17–2
RUQUOT output data items

Field Name	Field Label	Content Description
User identification code	USERID	The valid user ID codes.
Processing capability	TYPE	The processing capabilities available to a user ID (update or report).
Sharing window	SHARING WINDOW	The number of days prior to an AIT class when the sharing window is available.
Quota limit	LIMIT	The weekly AIT class quota limit for each enlistment type, class type and Army component.
Reservations	FILL	The number of reserved spaces for each enlistment type, class type and Army component.
MOS code	MOS	The MOS to which the AIT class pertains. An asterisk (*) indicates a male OSUT skill, a plus sign (+) indicates a female OSUT skill.
AIT location	AIT LOCATION	The location where the AIT class is taught
Record number	REC NUM	The record code number for the AIT class.
AIT date	AIT DATE	The date the AIT class begins.
AIT follow–on date	AIT FOLL–ON	The date the AIT follow–on class, if any, begins.
Class priority	CLASS PRI	The priority ranking of the class.
Class number	CLASS NUMBER	The class number.
Retrainee quota	RETRAINEE QUOTA	The class quota limit for retrainees.
Retrainee reservations	RESV	The number of retrainee reservations made for the class.
Retrainee percent	PCT	The number of retrainee reservations divided by the retrainee quota and multiplied by 100.
Shared seats indicator	SHARED SEATS	A Y indicates that shared seats are allowed for that component; an N indicates that shared seats are not allowed.
Fine tuning indicator	FINE TUNE	Indicates whether fine tuning is on or off.
		OFF = OFF fine tuning ON/M = manual fine tuning ON/Y = annual fine tuning ON/C = class fine tuning See table 17–6 for the fine tuning indicator's effect on calculations of quotas.
Combined status code	COMBINED STAT COD	Status code for all components and all enlistment types. See figure 17–9.
Original quota	ORIG QUOTA	The original quota for the class.
Other quota	OTHER QUOTA	The quota for personnel in categories other than those listed.
REQUEST	RQST	This column heading designates the quota, reservation and unfilled spaces for a class. The values appear under columns headed SP1, SP2, THRU, and TOT. See table 17–6 for calculations.
quota	QTA	
reservations	RES	
unfilled	UNF	
Total	TOT	The total number of the quotas, reservations made for the class, or unfilled class spaces.
Total unfilled spaces	UNF	The number of empty spaces available in the class, or for THRU, SP1 and SP2.
Percentage of fill	PCT FULL	The number of reservations divided by the REQUEST quota and multiplied by 100.
Retrainee window	RETRAINEE WINDOW	The number of days before the start of a class that the retrainee window is available.
Unit name	UNIT	The unit where an in–unit AIT class is taught.
Training type	TRN TYP	A one–digit code for training type, which appears for in–unit classes only.
		1. Train and retain 2. Train and pass 3. Train and retain and train and pass.
Quota	QUOTA	The quota limit for each enlistment type and Army component. Appears on all reports except Totals Only.
Reservations	RES	The number of reservations made for each enlistment type and Army component. Appears on all reports except Totals Only.
Unfilled spaces	UNF	The number of unfilled spaces for each enlistment type and Army component. Appears on all reports except Totals Only.
Open/closed indicator	OPEN	Indicates whether a class is open or closed to an enlistment type. Appears on all reports except Totals Only.
Fine tuning percentages	FT PCT	Fine tuning percentages set for each enlistment type and Army component. Appears on all reports except Totals Only.
Active Army	AA	Active Army status code heading.
Non Prior Service	NPS	Non prior service status code heading.

Table 17–2
RUQUOT output data items—Continued

Field Name	Field Label	Content Description
Prior Service	PS	Prior service status code heading.
In Service	IS	In service status code heading.
Retrain	RET	Retrain status code heading.
National Guard	NG	National Guard status code heading.
Split Training Option one and two	SP1 and SP2	Split Training Option status code heading. See table 17–2 for calculation of Quotas.
Army Reserve	AR	Army Reserve status code heading.
Through tickets	THRU	The heading for class members with through tickets. See table 17–2 for calculations.
Scheduled input	SCHED INPUT	Scheduled input for a class. Scheduled input has no effect on calculated quotas.

Table 17–3
Class report and update calculations of THRU, SP1 and SP2

Field Updated	Control Factor	Calculation
THRU quots SP1 quota SP2 quota	Fine tune = OFF	Total Quota is given to all component/type/sex quotas.
	Fine tune = ON/M	Component/type/sex quotas are **not** automatically updated, but can be updated manually.
	Fine tune = ON/C	The updates will be distributed to the individual component/type/sex quotas based on the fine tuning percentages on the class record.
Fine tuning percentages	Fine tune = ON/C	1) If user update fine tuning percentages, quota will be adjusted with new percentages. 2) If **no** fine tuning percentages entered, the ones existing on the class record are used.
SP1, SP2 QUOTAS	Fine tune = ON/Y	1) If SP1 QUOTA + SP2 QUOTA = 0, annual fine tune %s from the QUAL file are used. 2) If SP1 QUOTA + SP2 QUOTA 0 AAc% = [AAy% * THRU]/TOTAL ARc% = [ARy% * THRU + ARSP1y% * SP1 + ARSP2y% * SP2]/TOTAL NGc% = [NGy% * THRU + NGSP1y% * SP1 + NGSP2y% * SP2]/TOTAL AANPSc% = AANPSy% AAPSc% = AAPSy% AAISc% = AAISy% ARNPSc% = [ARy% * ARNPSy% * THRU]/ [ARc% * TOTAL] ARIRNc% = [ARy% * ARIRNy% * THRU]/ [ARc% * TOTAL] ARISc% = [ARy% * ARISy% * THRU]/ [ARc% * TOTAL] ARSP1c% = [ARSP1y% * SP1]/[ARC% * TOTAL] ARSP2c% = [ARSP2y% SP2]/[ARc% TOTAL] NGNPSc% = [NGy% * NGNPSy% * THRU]/ [NGc% * TOTAL] NGISc% = [NGy% * NGISy% * THRU]/ [NGc% * TOTAL] NGSP1c% − [NGSP1y% * SP1]/[NGc% * TOTAL] NGSP2c% = [NGSP2y% * SP2]/[NGc% * TOTAL]
Total QUOTA (report)	THRU, SP1, SP2	Total quota is automatically updated when THRU, SP1 or SP2 quotas are updated.
THRU reservations (reported only)	Total RES, ARSP1 and 2 Reservations, NGSP1 and 2 reservations	THRU RES = TOTAL RES −(ARSP1 res. + NGSP1 res. + ARSP2 res. + AGSP2 res).
SP1 RES. (report)	ARSP1 and NGSP1 Res.	SP1 RES = ARSP1 res. + NGSP1 res.
SP2 RES. (report)	ARSP2 and NGSP2 Res.	SP2 RES = ARSP2 res. + NGSP2 res.
Retrainee quota (report)	Total quota	The retrainee quota is calculated from the TOTAL quota.

17–9A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

17–10. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
     XXXX FILE NOT INCREMENTED
     XXXX FILE NOT DECREMENTED
     XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
     COUNTERS WOULD BECOME NEGATIVE
     UNSUCCESSFUL UPDATE OF XXXXX
     RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
      ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
      XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
     VSAM ERROR RETURN CODE = XXXXXX
     ACTION CODE = XXX
     KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
     RECORD TYPE = XXX
     SPARE VARIABLE X = XXXXXX
     CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
               : ILLEGAL XXXXXX
               : OCCURRED IN XXX WHEN CALLING XXXX
               : IN XXXXXX WHEN RUNNING XXXXX
               : RETURNED BY XXXX
               : ERROR IN XXXX
               : XXXX NOT FOUND
               : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
               : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
       : INVALID XXXX INDICATOR IN SUBROUTINE XX
       : XXX NOT FOUND ON XXXX FILE
       : XXXXX ERROR–SUBROUTINE XXXXXX
       : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
       : ILLEGAL XXXX PASSED TO XXXXXX
       : BAD XXXX IN XXXXXX
       : IN XXXXX – XXXXXX
       : CANNOT FIND XXXX ON XXXXXX
7. FATAL: ERROR – XXXXXX
8. SIOXX ERROR:– XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
         VALIDATE XXXX – X XXXXX
         DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX

18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
      ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

17–11. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 17–4
Operation Errors

MESSAGE: INVALID RESPONSE

ACTION: The user has entered an invalid response to a prompt. Enter a valid response.

MESSAGE: INVALID DAY

ACTION: The user has entered a day that does not fall within the 1 through 31 range. Enter a day that falls within this range.

MESSAGE: INVALID MONTH

ACTION: The user has entered a month that does not fall within the 1 through 12 range. Enter a month that falls within this range.

MESSAGE: INVALID YEAR

ACTION: The user has entered a year that does not fall within the 60 through 99 range. Enter a year that falls within this range.

MESSAGE: AIT MUST BE FRIDAY (XX/XX/XX IS XXXX)

ACTION: The user has entered an AIT date that does not fall on a Friday. Enter a valid Friday AIT date.

MESSAGE: RECSTA MUST BE MONDAY (XX/XX/XX IS XXXX)

ACTION: The user has entered a RECSTA date that does not fall on a Monday. Enter a valid Monday RECSTA date.

MESSAGE: END DATE MAY NOT BE BEFORE START DATE

ACTION: The user has entered an end date that falls before the start date. Enter an end date that falls after the start date.

MESSAGE: INVALID DATE BEGINNING XXXX

ACTION: The user has entered an invalid date. Enter a valid date.

MESSAGE: RECSTA DATES BEFORE BEGINNING OF FILE

ACTION: The user has entered a RECSTA date that falls before the valid range of RECSTA dates. Enter a valid RECSTA date within the valid range.

MESSAGE: RECSTA DATES AFTER END OF FILE

ACTION: The user has entered a RECSTA date that falls after the valid range of RECSTA dates. Enter a valid RECSTA date within the valid range.

MESSAGE: INVALID AIT DATE

ACTION: The user has entered an invalid AIT date. Enter a valid AIT date.

MESSAGE: MOS XXXX NOT ON QUAL FILE

ACTION: The user has entered an MOS code that is not located on the Qualifications file. Enter an MOS from the Qualifications file.

MESSAGE: NONE OF THESE MOS CODES ARE VALID

ACTION: The user has entered a list of invalid MOS codes. Enter a list of valid MOSs.

MESSAGE: INVALID AIT LOCATION

ACTION: The user has entered an invalid AIT location. Enter a valid AIT location.

MESSAGE: THERE ARE NO MOS CODES IN THIS RANGE

ACTION: The user has entered an invalid range of MOS codes. Enter a valid range of MOSs.

MESSAGE: INVALID CLASS PRIORITY

ACTION: The user has entered a class priority that does not fall between 1 and 15. Enter a valid class priority.

MESSAGE: INVALID RETRAINEE PCT

ACTION: The user has entered an invalid retrainee percentage. Enter a valid retrainee percentage.

MESSAGE: INVALID SHARED SEAT INDICATOR

Table 17–4
Operation Errors—Continued

ACTION: The user has not entered a YES or NO to the shared seat indicator prompt. Enter YES or NO.

MESSAGE: INVALID QUOTA
ACTION: The user has entered an invalid quota. Enter a valid quota.

MESSAGE: NO RECORD FOUND FROM QUALS. YY = XX, MOS = XXXX
ACTION: The user has entered an MOS and year for which no record exists. Enter a MOS and year for which a record does exist.

MESSAGE: INVALID CHAR DETECTED AT COLUMN XX
ACTION: The user has entered an invalid character. Enter a valid response.

MESSAGE: THE NUMBER CHANGED IS NOT BETWEEN XXXX AND XXXXXXXXX.
ACTION: The user has entered a number that does not fall within the specified range. Enter a number that falls within the valid range.

MESSAGE: NUMBER MUST BE BETWEEN XXXXXX AND XXXXXX
ACTION: The user has entered a number that does not fall within this specified range. Enter a valid number that falls within this range.

MESSAGE: RECSTA DATES MUST BE BETWEEN XX/XX/XX AND XX/XX/XX
ACTION: The user has entered a range of RECSTA dates that does not fall within the specified range. Enter a valid range of RECSTA dates.

MESSAGE: YOU MAY ONLY CHANGE CURRENT PORTION OF FILE
ACTION: The user has attempted to change an AIT class that occurred in the past. The user can only change current or future AIT class information. Enter the present or future RECSTA dates to correspond to the AIT classes to be updated.

MESSAGE: RANGE MUST INCLUDE DATES BETWEEN XX/XX/XX AND XX/XX/XX
ACTION: The user has entered an invalid range of dates. Enter a valid date range.

MESSAGE: INVALID FINE–TUNE INDICATOR
ACTION: The user has not entered a fine tuning percentage between 0 and 100. Enter a valid percentage in the specified range.

MESSAGE: INVALID RESPONSE AFTER COLUMN XXX
ACTION: The user has entered an invalid response after a column. Enter a valid response.

MESSAGE: AIT DATE NOT BETWEEN FIRST AND LAST REFERENCE AITs
ACTION: The user has entered an AIT date that does not fall between the reference AIT dates specified by the AIT date prompt. Enter a valid AIT date.

MESSAGE: RECSTA NOT BETWEEN FIRST AND LAST REFERENCE RECSTAS
ACTION: The user has entered a RECSTA date that does not fall between the reference RECSTA dates specified by the RECSTA date prompt. Enter a valid RECSTA date.

MESSAGE: CHARACTER UNDER SLASH — PLEASE Re–enter LINE.
ACTION: The user has entered a character directly beneath a slash. The input has not been accepted. Re–enter the entire line.

MESSAGE: CMF MUST BE A 2–DIGIT INTEGER
ACTION: The user has attempted to enter an invalid CMF. Enter a valid two–digit CMF code.

MESSAGE: AIT WEEK NOT FOUND
ACTION: The user has entered an invalid AIT date. Enter a valid AIT date.

MESSAGE: ERROR–TRAINING TYPES(S) MUST BE ENTERED FOR INUNIT CLASSES.
ACTION: The user has picked an in unit class type and has not specified a training type. Enter an X under the desired type number.

MESSAGE: XXX IS AN INVALID ENTRY. ENTER 'NO' FOR CLOSED, 'YES' FOR OPEN, OR BLANK FOR NO CHANGE.
ACTION: The user has made an invalid entry in updating a status code. Enter a YES, a NO, or leave the space blank.

MESSAGE: ERROR–TRAINING TYPE(S) MUST BE ENTERED FOR INUNIT CLASSES.
ACTION: Reenter class information and include the training types to be reported or replicated.

MESSAGE: ERROR–X NOT IN PROPER COLUMN(S).
ACTION: Reenter class information, the X must go between the slashes.

MESSAGE: NO UPDATING TO BE DONE.
ACTION: This is an information message. It is possible that the class data information is incorrectly entered and therefore no class records were located to match the data input. Recheck data entry for incorrect or incomplete data at prompts 64, 65, and 66.

Chapter 18
NGRQST Program

Section I
Program Summary

18–1. Purpose
The NGRQST program enables the user to locate available training space in a specific MOS and make a reservation for that training seat.

The applicant's record must be posted by the NGBILD program before NGRQST can be utilized. See the NGBILD program for details on building an applicant record.

18–2. Applicability
The NGRQST program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. National Guard Bureau
  c. State National Guard Headquarters

18–3. Functions
NGRQST has two functions: Lookup and Reservation.

  a. Lookup function. The Lookup function enables the user to obtain a list of National Guard vacancies available to an applicant within the parameters of time (start and end reception station dates), MOS code, training requirements (basic BAT and/or AIT), and qualifications of the applicant. These parameters are set by the user in the Lookup structure and by the information contained within the applicant's record as posted in NGBILD. The user's flexibility in the setting of the parameters is detailed in Section II, Input Requirements table 18–3, of this manual.

  b. Reservation function. The Reservation function enables the user to reserve training spaces. If the training seat is unavailable, or the candidate does not qualify for the vacancy, no transaction will result. The Reservation function will then confirm the reservation for the training seat or it will reject the reservation attempt and generate a reservation rejection message. NGRQST provides reservation rejection messages appropriate to the access level of the user. As described in table 18–4, the field user receives broad messages indicating the major reasons(s) for failure of the reservation attempt. The management user, on the other hand, may choose to receive either the broad messages displayed for field users (F–option) or a more detailed set of messages indicating the specific reason for rejection of the reservation (M–option). For example, the message displayed for field users (or management users selecting the F–option) might read, ANNUAL PROGRAM MET OR CLOSED FOR ENLISTMENT TYPE XXX. This message indicates that regardless of weekly training space, the Annual Program training space is unavailable. The field user would, therefore, be compelled to sell the same MOS for a different fiscal year, or to sell a different MOS. The corresponding messages received by management users selecting the M–option might read YEARLY CTS STATUS CODE SET and/or YEARLY LIMIT FILLED, depending on the actual reasons for the rejection.

18–4. Options
NGRQST provides the user with the following options within the Lookup and Reservation functions: Change, Display, OK or End. The user option procedures are described in table 18–1 below.

Table 18–1
NGRQST user options

User Option	Function
CHANGE (C)	Enter C, a space, and the factor label exactly as it appears between the slashes on the terminal output (up to eight characters including any spaces or dashes), and depress the carriage return key. The program will respond with the factor prompt between slashes with the current factor value beneath. Enter the new value of the factor under the old value and depress the carriage return key. For example, to change a start reception station date:
	USER: C ST–RSD
	PROGRAM: / ST–RSD /
	DD/MM/YY (current entry)
	USER: XX/XX/XX (new value)

Table 18–1
NGRQST user options—Continued

User Option	Function
	An exception to this procedure is a change of MOS code. The program responds with the entire line of factor prompts. The current entries have been erased and the entire line must be re–entered.
DISPLAY (D)	Enter D and depress the carriage return key to display information that is newly entered on the terminal.
OK (O)	Enter OK or O and depress the carriage return key to indicate that the entries and/or changes are correct and should be posted. This OK option must be used after the Change and Display options in order to proceed with the program. Any errors or invalid entries will be shown and the user option prompt repeated. Corrections are made through the CHANGE (C) option.
END (E)	Enter E and depress the carriage return key to exit from this mode and return to the initial prompt. Any changes which have not been confirmed by the OK (O) option will **not** be posted.

18–1A. (Title not used)
Paragraph not used.

Section II
Input Requirements

18–5. Data Items
NGRQST requires the user to enter the items described below in table 18–2. Table 18–3 describes in greater detail the data items which appear in the fourth prompt of the Lookup function. Combinations of these factors set the parameters of the vacancy search.

NGRQST has a dynamic prompt capability which produces variable data input prompts that correspond to a particular candidate's enlistment type. This dynamic prompt capability also allows data factors to be added or changed by the system managers at any time. Therefore, NGRQST will not require the entry of all the data items listed in the table below for every applicant.

Table 18–2
NGRQST input data items

Field Name	Field Label	Valid Values
Location identification code	LOCID	Enter the location identification code for the location where the applicant's record is held in NGBILD.
Social security number	SSN	Enter the applicant's nine–digit social security number with no dashes or spaces.
Enlistment type	ENLISTMENT TYPE (3)	Enter the applicant's two or three–character enlistment type:
		ES = Eskimo Scout IS = In–service NPS = Non–prior service SP1 and SP2 = Non–prior service with split training option, BT and AIT
Starting reception station date	ST–RSD (8)	In DD/MM/YY format, including the slashes, enter the first day of the time period for which the program will search for a training seat.
Ending reception station date	END–RSD (8)	In DD/MM/YY format, including the slashes, enter the date ending the period of time for which the program will search for a training seat.
Military occupational specialty code	MOS (4)	Enter the four–character MOS code according to which the program will search for training seats and/or unit vacancies. If the Lookup function is to list only unit vacancies, this item may be omitted.
Basic training indicator	BT (I)	Enter Y if the candidate requires basic combat training. Enter N if not.
Advanced individual training indicator	AIT (I)	Enter Y if AIT is required by the applicant. Enter N if not.
Basic airborne training indicator	BAT (I)	Enter Y if the candidate requires basic airborne training. Enter N if not.

Table 18–3A
NGRQST Lookup vacancy search parameter criteria

Factor	Function
ST–RSD END–RSD	Optional, may be left blank. The start and end reception station dates set time parameters for the Lookup search for unit vacancies. This data plus the affirmative training indicators data enables the program to print a list of vacancies and a report of the first available training date(s) and location(s).
MOS	Optional, may be left blank. Required only in conjunction with an affirmative AIT training indicator. MOS and AIT affirmative entries result in a check of the applicant's qualifications for the specified MOS. A message and the factors which do not meet qualification levels (or which are required but left blank) are printed if the applicant does not qualify for the specific MOS.
BT, AIT, BAT	Required, may not be left blank. Enter Y or N. An entry of Y for any of these training indicators restricts the Lookup search to units where training vacancies exist. The reported list contains the units and the first available training date(s) and location(s). An entry of N for one or all three of these factors allows the search to be conducted without regard to specific training vacancies. See figures 18–2 and 18–3 for sample executions.

18–1B. (Title not used)

Paragraph not used.

Section III
Program Operation

18–6. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters NGRQST and depresses the carriage return key. The program is now ready to communicate with the user.

Table 18–3B
Initiation Procedures

NGRQST: LOOKUP (L), RESERVATION(R) OR END(E)
USER: 1. Enter L to locate unit and training vacancies and follow the procedures in paragraph 18–7.
2. Enter R to make a reservation and follow the procedures in paragraph 18–8.
3. Enter E to terminate the NGRQST program.
4. Depress the carriage return key.

18–7. NGRQST Lookup procedures

Follow the procedures below to search for training vacancies for a particular applicant.

The Lookup search parameters are set by the applicant's qualifications on the record and by the user's selection and entry of varying combinations of the data factors in the fourth prompt of these procedures. The reported list of training vacancies is determined by these specific restrictions.

Table 18–3C
NGRQST Lookup procedures

NGRQST: ENTER LOCID
USER:
1. Enter the location identification code for the location where the applicant's record is held by NGBILD.
2. Depress the carriage return key.

NGRQST: SSN OR END/ENLISTMENT TYPE
USER:
1. Enter the social security number and enlistment type of the applicant as they are recorded in NGBILD under the appropriate factor labels.
2. Enter E to return to the initial prompt.
3. Depress the carriage return key.

NGRQST: DO YOU WANT TO DISPLAY THE RECORD (Y, N)?

Table 18–3C
NGRQST Lookup procedures—Continued

USER:
1. Enter Y to display the applicant's record.
2. Enter N to bypass this step in the procedures.
3. Depress the carriage return key.

NGRQST: ST–RSD / END–RSD / MOS / BT / AIT / BAT
(Note: The data input factors will vary according to the applicant's enlistment type. Table 18–3 in Section II of this manual describes possible factor combinations and resulting vacancy reports. Figures 18–1, and 18–2 are sample Lookup executions with different enlistment types.)
USER:
1. Enter the desired combination of factors under the appropriate factor labels and between the slashes to set the parameters for the Lookup unit vacancy search.
2. Depress the carriage return key.

NGRQST: CHANGE (C), DISPLAY (D), OK (0), OR END (E)
USER:
1. Enter 0 or OK to indicate that the data as entered is correct and to proceed with the program.
2. Select and enter another user option (C, D, or E) from the prompt above and follow the procedures as detailed in table 18–1, NGRQST user options.
3. Depress the carriage return key.

NGRQST: Prints the RECSTA and training dates according to the requirements of the applicant. If no MOS training is required, the training locations and number of vacancies are also listed. NGRQST then returns the user to the initial program prompt.

NGRQST: Prints the RECSTA and training dates according to the
          requirements of the applicant. If no MOS training is
          required, the training locations and number of vacancies
          are also listed. NGRQST then returns the user to the
          initial program prompt.

LOOKUP (L), RESERVATION (R), OR END (E) `L`
ENTER LOCID: `VA`
SSN OR END(E)/ENLISTEMENT TYPE
`222222222`   `SP1`

DO YOU WANT TO DISPLAY THE RECORD (Y,N)? `N`
 ST-RSD   / END-RSD   / MOS   /BAT /
 `30/9/82`   `9/9/83`   `Y`
CHANGE (C), DISPLAY (D), OK (O), OR END (E)
`O`

```
                START DATE      LOCATIONS
     RECSTA     18/10/82
       BT       22/10/82     DIX       /JACKSON /LWOOD   /KNOX    /JAX/GORD/BLISS  /
                             SILL      /MCCLELL /JAX/BENN/JX(KX)BN/FT.KNOX /FT. LWOOD/

                               2         2         2         2         2         2
                               2         2         2         2         2         2

BAT        7/ 1/83
```

Figure 18–1. NGRQST Lookup training vacancies sample execution

LOOKUP (L), RESERVATIONS (R), OR END (E) `L`
ENTER LOCID: `VA`
SSN OR END(E)/ENLISTMENT TYPE
`999999999`   `NPS`

DO YOU WANT TO DISPLAY THE RECORD (Y,N)? `N`
 ST-RSD   / END-RSD   / MOS   / BT / AIT / BAT /
 `30/9/82`   `11/11/83` `11B1`   `Y`   `Y`   `Y`
CHANGE (C), DISPLAY (D), OK (O), OR END (E)
O
                   START DATE
     RECSTA   4/10/82
      11B1   4/10/82
       BAT   21/ 1/83
     QUOTA FOR THE WEEK: 89

Figure 18–2. NGRQST Lookup start dates for a specified MOS code Sample execution

18–8. NGRQST Reservation procedures

Follow the procedures below to make a training reservation for a candidate. See figures 18–3 through 18–5 for Reservation sample executions.

Table 18–3D
Procedures to make a training reservation for a candidate.

NGRQST: ENTER LOCID:
USER:
1. Enter the location identification code for the location at which the applicant's record is held by the NGBILD program.
2. Depress the carriage return key.

NGRQST: SSN OR END (E)/ENLISTMENT TYPE
USER:
1. Enter the applicant's social security number and enlistment type under the appropriate factor labels.
2. Enter E to return the program to the initial prompt.
3. Depress the carriage return key.

NGRQST: DO YOU WANT TO DISPLAY THE RECORD (Y, N)?
USER: 1. Enter Y to display the applicant's record.
2. Enter N to continue to the next prompt.
3. Depress the carriage return key.

NGRQST: MOS / ST–RSD / BT / AIT / BAT /
(Note: the data input factors will vary according to the applicant's enlistment type. Figures 18–3 and 18–4 illustrate different enlistment types.)
USER:
1. Enter the data under the appropriate factor labels and between the slashes. Table 18–2 contains a detailed description of the input data items.
2. Depress the carriage return key.

NGRQST: CHANGE (C), DISPLAY (D), OK (O), OR END (E)
USER:
1. Enter O to indicate that the data as entered is correct and to proceed with the program.
2. Select and enter another user option (C, D, or E) from the prompt above and follow the procedures as detailed in table 18–1, NGRQST user options.
3. Depress the carriage return key.

NGRQST: (Only management users will see this prompt.)
MANAGEMENT (M) OR FIELD (F) MESSAGES?
USER:
Only management users will see this prompt. All other users should proceed directly to the next prompt.
Management users:
1. Enter M and depress the carriage return key to receive all reasons for failure of the reservation, when applicable.
2. Enter F and depress the carriage return key to receive the major reasons for failure of the reservation, when applicable.

NGRQST: When the reservation is unsuccessful, NGRQST displays the reasons for failure of the reservation and returns to the initial program prompt. Refer to table 18–4 and figure 18–5 for sample messages. When the reservation is successful, on the other hand, NGRQST proceeds to the next prompt.
USER: No user response is required at this time. Proceed to the next prompt or the initial program prompt as indicated above.

NGRQST: Prints the reception station, basic training and AIT training starting dates and locations, and a description of the MOS for which the applicant is to train. See figures 18–3 and 18–4 for samples.
RESERVATION (Y OR N)
USER:
1. Enter Y to make the reservation.
2. Enter N to return to the initial prompt.
3. Depress the carriage return key.

NGRQST: ENLIST / SHIP DAT /
USER:
1. Enter the enlistment and shipping dates under the appropriate labels. Note: the enlistment date is the current date. The shipping date must

Table 18–3D
Procedures to make a training reservation for a candidate.—Continued

be within six days prior to the reception station date which was displayed above.
2. Depress the carriage return key.

NGRQST: Prints the reception station, basic training and AIT starting dates and locations for the applicant, and a CNN (contract control number) to be entered on the IADT Orders. NGRQST then returns the user to the initial prompt. See figures 18–3 through 18–5 for sample Reservation runs.

```
LOOKUP (L), RESERVATION (R), OR END (E)R
ENTER LOCID:  VA
SSN OR END(E)/ENLISTMENT TYPE
111111111        NPS

DO YOU WANT TO DISPLAY THE RECORD (Y,N)? N
 MOS  / ST-RSD   / BT / AIT / BAT /
11B1     30/9/82    Y     Y      N
CHANGE (C), DISPLAY (D), OK (O), OR END (E) O

MANAGEMENT (M) OR FIELD (F) MESSAGES? F


            START DATE      LOCATIONS
   RECSTA    4/10/82
    11B1     4/10/82        JAX/BENN/


MOS 11B1
INFANTRYMAN
CRS LGTH 13 WKS OSUT, RQR 4 YR ENL UNDER OPT 17, SF REQUIRES CO 100 & GEDH OR
HIGHER, DIST VIS CORR TO 20/20 IN ONE EYE & 20/100 IN OTHER


RESERVATION (Y OR N) Y
 ENLIST   / SHIP DAT /
30/9/82       3/10/82
            START DATE      LOCATIONS
   RECSTA    4/10/82
    11B1     4/10/82        JAX/BEN/
ENTER CCN    72045773 ON THE AUTHORITY LEAD LINE OF IADT ORDERS
```

Figure 18–3. NGRQST Reservation structure for enlistment type NPS sample execution

```
LOOKUP (L), RESERVATION (R), OR END (E) R
ENTER LOCID:  VA
SSN OR END(E)/ENLISTMENT TYPE
999999999        ES

DO YOU WANT TO DISPLAY THE RECORD (Y,N)?N
 MOS  / ST-RSD   / BT / AIT / BAT /
 11C1     30/9/82   N      Y    N
CHANGE (C), DISPLAY (D), OK (O), OR END (E) O

MANAGEMENT (M) OR FIELD (F) MESSAGES? M


            START DATE    LOCATIONS
   RECSTA   4/10/82
    11C1    4/10/82       JAX/BENN/


MOS 11C1
INDIRECT FIRE INFANTRYMAN
CRS LGTH 13WKS OSUT, RQR 4 YR ENL UNDER OPT 17, DIST VIS CORR TO 20/20 IN ONE
EYE & 20/100 IN OTHER


RESERVATION (Y OR N) Y
 ENLIST   / SHIP DAT /
 30 9 82      3 10 82
            START DATE    LOCATIONS
   RECSTA   4/10/82
    11C1    4/10/82       JAX/BENN/
ENTER CCN.  64403421 ON THE AUTHORITY LEAD LINE OF IADT ORDERS

LOOKUP (L), RESERVATION (R), OR END (E) E
```

Figure 18–4. NGRQST Reservation sample for ES enlistment type

```
LOOKUP (L), RESERVATION (R) OR END (E) R
ENTER LOCID : MD
SSN OR END (E)/ENLISTMENT TYPE
216500233           NPS

DO YOU WNAT TO DISPLAY THE RECORD (Y, N)? Y
SOC SEC#  / NAME                          / CIT /  SX  / BIRTHDAT / EDYRS / EDUC /
216500233   BRYANT AUDREY YVONNE           Y     F    12/12/49       12    HSDG
DVRL / PHY PROF / CP   / REC ID    / NGUIC / AFQT  / GT   / GM / EL  / CL /
    Y    1111111   NOR    219780253   WP9LAA   49      97      76   88    117
MM  / SC  / CO  / FA  / OF  / ST  / MATH / SCI  / MVDB  / GCODE /
78    102   94    100   85    85
MOS  / ST-RSD   / BT  / AIT / BAT /
11B1    30/9/84    Y     Y     N
CHANGE (C), DISPLAY (D), OK (O), OR END (E) O

MANAGEMENT (M) OR FIELD (F) MESSAGE? M
MOS NOT AVAILABLE TO FEMALES
MOS UNAVAILABLE FOR COMPONENT / SEX

LOOKUP (L), RESERVATION (R) OR END (E)  E
```

Figure 18–5. Sample unsuccessful NGRQST Reservation run displaying reservation rejection messages for management users

Section IV
Output Description

18–9. Output
NGRQST provides output as illustrated in figure 18–1 through 18–5.

18–9A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

18–10. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. FILCM3 RETURN CODE IS XXXX
2. SYSTEM ERROR: GENFIO RETURN CODE IS XXXX – NGRQST
3. UNABLE TO GET DATA FROM THE RESERVE RECORD
4. PRIMARY (OR SECONDARY) ACCESSION CHARACTERISTIC ABBREVIATION CANNOT BE FOUND.
5. DATA FROM RECRUIT (OR RESERVE) RECORD UNOBTAINABLE.
6. RESERVATION COUNTER WOULD HAVE GONE NEGATIVE, THEREFORE, RESERVATION COUNTER WAS NOT DECREMENTED FOR PRIMARY ACCESSION XXXXXXXX AND SECONDARY ACCESSION XXXXXXXX FOR LOCID XXXX AND SSN XXXXXXXXX
7. INCORRECT ASSIGNMENT CODE IN BCT FILE
8. BCT FILE NOT UPDATED: ERROR IN DATE, OR BCT LOC CODE – BCTUPD
9. XBCT FILE NOT UPDATED FOR TYPE: XX DATE XXXXX RESERVATIONS WOULD BECOME NEGATIVE. PLEASE CALL KEYSTONE OFFICE
10. IDIM–BINARY–INVALID DIMENSION IN BINARY SEARCH
11. SYSTEM ERROR: VALVAL PROCESS UNSUCCESSFUL FOR FACTOR NO. XXXX
12. INVALID INTEGER COMPONENT VALUE (CMPLTE)
13. ERROR: CANNOT FIND XXXX ON RECORD (CMPLTE)
14. ERROR: NO FACTORS FOR PDR NUMBER XXX (CMPLTE)

15. ERROR IN SUBROUTINE XXXXXX
16. SYSTEM ERROR: LOGICAL RELATION CODE OUT OF RANGE. OPR = XXX. CALL REQUEST OFFICE
17. ERROR IN RECORD DES. READ–XXXXXX
18. SYSTEM ERROR: INVALID NUMBER OF FACTORS PASSED TO GENFIO
    PLEASE CALL REQUEST OFFICE
    THE INVALID NUMBER OF FACTORS IS XXXX
19. FATAL ERROR FROM GENFIO IN GETLRP.
20. ENL TYPE IS OUT OF RANGE FOR THE XXX ARRAY (XXXXXX)
21. XXXX IS AN INVALID VALUE FOR – – – – – – – (XXXXXX)
22. ERROR–THERE IS NO PDR FOR (CODED) COMPONENT XX AND (CODED) ENLISTMENT TYPE XXX (XXXXXX)
23. SYSTEM ERROR: RECORD DESCRIPTOR RECORD HAS IMPROPER START BIT OR LENGTH IN BITS. CALL REQUEST OFFICE
        START BIT = XX
        LENGTH IN BITS = XX
        FACTOR NUMBER = XXXX
24. INVALID ACTION CODE IN XXXXXX, ACTION: XX
25. HEXDMP: RECLEN = XXXX
26. ERROR ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZZ, ZZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL REQUEST OFFICE
27. ERRORS COMMON OVERFLOWED (LODERR)
28. SYSTEM ERROR: NISRCH HAS TAKEN AN ALTERNATE EXIT. NISRCH WAS CALLED WITH START POSITION XXXX AND NUMBER OF CHARACTER XXXX
PLEASE CALL REQUEST OFFICE
29. A SYSTEM ERROR HAS BEEN DETECTED IN SUBROUTINE PARS1.
    THE FIELD BEING PROCESSED IS: ———
    THE START POSITION OF THE FIELD IN THE STRING IS XXXX.
    THE END POSITION OF THE FIELD IN THE STRING IS XX.
    PLEASE CALL THE REQUEST OFFICE.
30. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXX XXX   ZZZZZZZZ   ZZZZZZZZ
31. INVALID VALUE FOR XXXXXX IN XXXXXX
32. BAT FILE NOT DECREMENTED – RESERVATIONS WOULD BECOME NEGATIVE
33. ERROR INPUT REPBCT
34. PROBLEM IN REPLKP WITH GETCLS.
35. THE RECRUIT IS TAKING A NON OSUT CLASS WITH AN OSUT MOS. THIS MEANS THE FILES WERE LOADED INCORRECTLY. CALL REQUEST OFFICE IMMEDIATELY
36. PROBLEM WITH XXXXXX WITH (OR IN) XXXXXX
37. PROBLEM UPDATING XXXXXX.
38. PROBLEM WRITING SPLIT RECORD TO THE PREVENT FILE
39. FATAL ERROR IN XXXXXX
40. NO CANCEL IN RPACRP.
41. VSAM ERROR = XXXX ON LUN XXX
42. VMCF ERROR = XXXXXXX FOR LUN XXX
43. NO SINK AVAILABLE FOR LUN XXX
44. ERROR IN SIOXX _____.
45. ERROR IN SIOXX _____ _____SIOXX.
46. INVALID _____.
47. INVALID XXXXXX IN SIOXX.
48. ERROR _____ SIOXX _____ FOR KEY XXXXXXXX AND ACTION XXXX
    NOMREC = XXXXXXXXX
49. THIS OPTION NOT AVAILABLE AT THIS TIME. ACTION IS XXXX
50. KEY/RECORD DISAGREE, KEY = ZZZZZZZZZZ RECORD: ZZZZZZZZZZ
51. INVALID XXXX FOR XXXXXX FUNCTION.
52. ERROR IN _____ _____ CALLING SIOXX

53. ERROR: ILLEGAL _____ _____ PASSED TO SIOXX
54. ERROR IN MOVECH — SIOXX
55. $CTS ERROR IN SWITCH ROUTINE
56. INVALID MOS LENGTH – UVDISP
57. UIC NOT ON FILE CONTACT MILPERCEN
58. NO AIT WAS FOUND IN PHSBCT
59. LINE LENGTH LESS THAN THE MAXIMUM OF THE FACTOR DATA I/O LENGTH AND THE FACTOR ABBREVIATIONS DISPLAY LENGTH
     FACTOR NUMBER XXXX
     FACTOR ABBREVIATION DISPLAY LENGTH IS XXXXX
     FACTOR DATA I/O LENGTH IS XXXXX
     THE LINE LENGTH IS
60. SYSTEM ERROR: GENFIO RETURN CODE IS XXXX – NGRQST

18–11. Reservation Rejection Messages

The reservation rejection messages listed in table 18–4 may appear during processing of NGRQST if the reservation attempt fails. Refer to paragraph 18–3.b for a discussion of these messages.

Table 18–4
NGRQST Reservation Rejection Messages

Reason Rejected	Management Message	Field Message
Min quals	Applicant does not meet minimum qualifications	Applicant does not meet MOS or quality requirements.
Restricted component/sex	MOS unavailable for component/sex	Applicant does not meet MOS or quality requirements.
Accession accounting	Accession accounting not met	Applicant does not meet MOS or quality requirements
No quota record found for MOS/ RECSTA	No quota records found for AMOS)/ RECSTA (program will not process MOS further)	No class quota available
No quota space	Class CTS status code set or no class quota for (RECSTA) -Or- No CTS class quota for (RECSTA)	No class quota available
MOS unavailable (Quota file)	No quota records found for (MOS)/ RECSTA (MOS unavailable) (program will not process MOS further).	No class quota available
Weekly Limit	Weekly Limit met for (RECSTA)	No class quota available
BT space	Space not available in BT locations or no locations available for (RECSTA). -or- total weekly BT quota met for (RECSTA).	No BT space
BAT space	BAT space unavailable	BAT space unavailable
SP1/SP2 BT/AIT date check	For Split 2 reservation: AIT must be after BT completion	For Split 2 reservation: AIT must be after completion
Spl/SP2 14-month check	The Split 2 reservation must be within 14 months of the Split 1 reservation RECSTA.	The Split 2 reservation must be within 14 months of the split reservation RECSTA.
No str. 4 records found (Annual)	System error. Trace back generated. Program stops.	System error. Trace back generated. Program stops.
Status closed (Annual)	Yearly CTS status code set	Annual program met or closed for enlistment type XXX.
Yearly Limit closed (Annual)	Yearly Limit filled	Annual program met or closed for enlistment type XXX.

18–12. Information Messages

The following information messages may appear during processing. They are information for the user, and do not require any corrective action or halt the execution of the program. Each of these information messages will be followed by a prompt which allows the user to continue or terminate the NGRQST program.

1. ENTERED ENLISTMENT TYPE DOES NOT MATCH TYPE ON RECORD
2. TYPE RESERVATIONS ARE RESTRICTED TO LOCIDS NGSB AND SB
3. THIS RECORD IS NOT COMPLETE. YOU MUST USE NGBILD TO COMPLETE THE RECORD BEFORE USING NGRQST
4. SP1 RESERVATION, YOU MAY CONTINUE

5. NO RECORD FOUND FOR SSN: XXXXXXXXX

6. RESERVATION EXISTS FOR SSN: XXXXXXXXX

7. IS TYPE RESERVATIONS ARE RESTRICTED TO LOCIDS 50, 52, 54 AND 56

8. THIS RECORD IS NOT COMPLETE. YOU MUST USE NGBILD TO COMPLETE THE RECORD BEFORE USING NGRQST.

9. SP1 RESERVATION, YOU MAY CONTINUE.

10. DATE OF LOOKUP EXCEEDS DATE RANGE ON BCT FILE

11. APPLICANT DOES NOT QUALITY FOR OPTION H–XX:
    ———/———/———/———/———

12. BAT WAS TAKEN IN SPLIT1 AND THEREFORE CANNOT BE RETAKEN IN SPLIT2

13. NO CLASS SPACE AVAILABLE FOR INPUT CRITERIA

14. UNIT VACANCY —— (UNIT) —— (CONTROL) —— NOT FOUND

15. ENLISTMENT DATE HAS BEEN SET (OR CHANGED) TO TODAY

16. ENTER CCN XXXXXXXX IN THE REMARKS COLUMN OF DD FORM 1966

17. AIT MUST BE AFTER BT COMPLETION

18. THE SPLIT2 RESERVATION MUST BE WITHIN 14 MONTHS OF THE SPLIT1 RESERVATION.

19. ENLISTMENT DATE IS LESS THAN RESERVATION DATE

20. THE MOS WAS NOT FOUND

21. UIC NOT ON FILE CONTACT MILPERCEN

22. NO UNIT VACANCIES FOUND FOR THIS SEARCH

23. NO MORE VACANCIES SATISFY YOUR SEARCH CRITERIA

24. ——— IS NOT ON THE UIC FILE, NO DATA AVAILABLE

25. AIT CANNOT BE Y WHEN BCT IS 3

26. AIT CANNOT BE Y IF THE MOS IS BLANK

27. IS, SP2, RSE AND IRN CANNOT HAVE AIT = N AND MOS BLANK

28. YOU CANNOT HAVE A LOOKUP FOR BAT ONLY

29. YOU CANNOT LOOKUP FOR BOTH A BT3 AND BAT RESERVATION

30. THE ONLY VALID BT ANSWER FOR ENLISTMENT TYPE RSE IS Y.

31. IS AND RSE CANNOT LEAVE THE MOS FIELD BLANK

32. AN ENLISTMENT TYPE OF RSE MUST HAVE A MOS OF 09R1

33. YOU HAVE JUST MADE (OR CANCELLED) A SPLIT2 SEASONAL RESERVATION A MESSAGE IS BEING SENT TO SCHOOLS BRANCH ABOUT THIS RESERVATION (OR CANCELLATION)

(The following information message goes to the Schools Branch only)

    **A SPLIT2 SEASONAL CANCELLATION (OR RES-
ERVATION HAS JUST BEEN MADE

    /FY /MOS /LOCID /SSN

     XX XXXX XXXX XXXXXXXXX

    ****

35. RECRUIT RECORD ALREADY EXISTS FOR SSN XXXXXXXXX

18–13. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 18–5
Operation Errors

MESSAGE: NO VALUE FOUND FOR FACTOR XXXX XXXX

ACTION: This message refers to factors in a record which must be completed before the NGRQST program can be used. Complete the record in NGBILD.

MESSAGE: WARNING: DATA UNDER THE SLASH IN COLUMN XX DATA NOT INSIDE SLASHES IS IGNORED

ACTION: There are 80 columns in the display. Locate the column indicated and make a correction, if necessary, through the user option prompt. See table 18–1 for procedures.

MESSAGE:
ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY FOR
XXXXXX/———
  XXXX
/   /

ACTION: Enter the correct value for the factor specified between the slashes.

MESSAGE: CHANGE IN MOS REQUIRED ENTERING THE ENTIRE LINE

Table 18–5
Operation Errors—Continued

ACTION: The entire data input prompt will be repeated. The original entries have been erased. Start again and Re–enter all required data.

MESSAGE: ERROR IN INPUT OK INVALID

ACTION: The user has entered O (OK) for data that has incorrect or invalid values. The user option prompt will be repeated. Correct the invalid data by use of the CHANGE (C) option and then use the O (OK) option to post the corrected data.

MESSAGE: INVALID RESPONSE

ACTION: The user has entered an invalid response to a prompt. The prompt will be repeated. Enter a correct response.

MESSAGE: INVALID FACTOR ABBREVIATION

ACTION: The factor abbreviation must be entered exactly as it appears on the terminal display, including any spaces. Example: the abbreviation for physical profile is entered PHY PROF.

MESSAGE: SPLIT2 MOS IS INVALID

ACTION: Re–enter a correct MOS for the SPLIT2 record.

MESSAGE: ENLISTMENT DATE MUST BE BEFORE RECEPTION STATION DATE

ACTION: Enter an enlistment date earlier than the reception station date.

MESSAGE: ERROR IN SHIPMENT DATE

ACTION: The shipment date must be within six days of the reception station date.

MESSAGE: INCORRECT SEX CODE RECEIVED. CODE = XX
    or
COMPONENT or CODE RECEIVED IS INCORRECT. CODE = XX

ACTION: Re–enter the corrected code.

MESSAGE: 3 IS AN INVALID RESPONSE FOR A MALE BCT

ACTION: Check prompt and input data tables and enter a valid response.

MESSAGE: THE AIT RESPONSE IS INVALID

ACTION: Check the prompt and data input table and Re–enter the correct response.

MESSAGE: A MOS MUST BE ENTERED FOR THIS ENLISTMENT TYPE
    or
IF TAKING AIT THEN YOU MUST ENTER A MOS

ACTION: Both of the above messages will be followed by a data input prompt. Enter an MOS as indicated.

MESSAGE: THE START (OR END) DATE IS BEYOND THE LAST RECEPTION STATION DATE ON THE QUOTA FILE

ACTION: Re–enter an earlier start (or end) date.

MESSAGE: INVALID LOCATION ID

ACTION: Re–enter a valid location identification code.

MESSAGE: INVALID ENLISTMENT TYPE ENTERED
    or
    INVAL ID SSN

ACTION: Re–enter corrected data under the specific factor labels

MESSAGE: ERROR: FACTOR XXX IS MISSING FROM THIS RECORD

ACTION: Processing cannot continue until the record is complete. Terminate NGRQST, enter NGBILD and complete the record.

MESSAGE: ENTERED ENLISTMENT TYPE XX DOES NOT MATCH TYPE ON RECORD

ACTION: If the enlistment type needs to be changed, the change must be executed in the NGBILD program. NGRQST will not accept an enlistment type for a particular applicant that does not match the type entered on the applicant's NGBILD record.

Chapter 19
RCTNEWS Program

Section I
Program Summary

19–1. Purpose
The RCTNEWS program provides the user with messages from various possible sources, i.e. USAREC, DA–AA, etc. Each message identifies its source and is numbered on the basis of the calendar year. For example, the first message originating from the National Guard in 1982 is labeled 'NG MESSAGE 82–1'. The user enters an X under the desired sources(s) and RCTNEWS prints the message text. These messages are stored on the Message file. The RCTNEWS program matches the user's selection to the appropriate message on the file and prints it. Access to a given source's messages is granted or restricted on the basis of the user's ID number.

19–2. Applicability
The RCTNEWS program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. NG State Headquarters
  c. Accession Management Branch, MILPERCEN
  d. NG Bureau, Pentagon
  e. Reception Station

Section II
Input Requirements

19–3. Data Items
RCTNEWS requires the user to enter an X under the source name(s) from which messages are desired. As many sources can be selected as the user has access to.

19–3A. (Title not used)
Paragraph not used.

Section III
Program Operation

19–4. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

    ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RCTNEWS and depresses the carriage return key. The program is now ready to communicate with the user.

19–5. Procedures
Follow the procedures described below to obtain recent messages. See figure 19–1 for sample program execution.

Table 19–1
Procedures to obtain recent messages

RCTNEWS:
SET YOUR ACCESS TO THE MESSAGE FILE
ENTER AN ID NUMBER BETWEEN 100 and 999
USER:
1. Enter your three–digit ID number. Example: if the user's ID code is UZK222, the three–digit ID number is 222.
2. Depress the carriage return key.

RCTNEWS:
PLACE X UNDER DESIRED MESSAGE(S)
LEAVE BLANK FOR NO MESSAGE
DA–AA/ USAREC/ NERRC/ SERRC/ SWRRC/ MWRRC/ WRRC/ DA–REP/ NG/ USAR/ 1CONUSA/ 5CONUSA/ 6CONUSA/ USAROPS/

USER: RCTNEWS will print the two lines of source options one line at a time. After the first line prints, enter an X below the name of any

Table 19–1
Procedures to obtain recent messages—Continued

source(s) whose messages you wish to see, and depress the carriage return key. If the first line does not contain the source(s) you need, depress the carriage return key to print the second line of source options. Follow the same procedure as used on the first line.

RCTNEWS:
1. If messages have been requested by the user, RCTNEWS will print the available messages, and the program will terminate.
2. If the user enters blanks for the two source option lines, the program prints the following message and terminates.
*** NO MESSAGE REQUESTED, PROGRAM ENDED ***

```
SET YOUR ACCESS TO THE MESSAGE FILE
ENTER AN ID NUMBER BETWEEN 100 and 999
112
PLACE X UNDER DESIRED MESSAGE(S)
LEAVE BLANK FOR NO MESSAGE
          DA-AA/ USAREC/   NERRC/   SERRC/   SWRRC/   MWRRC/   WRRC/

          DA-REP/      NG/     USAR/1CONUSA/5CONUSA/6CONUSA/USAROPS/
                        X

NG              MESSAGE
=====================================================================
NG  MESSAGE 82-30                                    131630Z SEPTEMBER 1982


     THIS IS A SAMPLE MESSAGE.  NOTE THAT THE RCTNEWS NUMBERING SYSTEM IS BASED
ON THE CALENDAR YEAR.  EACH MESSAGE UNDER EACH COMMAND IS NUMBERED.  MESSAGES
WILL CONTAIN USEFUL AND TIMELY INFORMATION, AND WILL BE LESS THAN 200 LINES IN
LENGTH.  NOTE ALSO THAT ONCE ALL AVAILABLE MESSAGES HAVE BEEN PRINTED, THE
RCTNEWS PROGRAM WILL AUTOMATICALLY END.
```

Figure 19–1. RCTNEWS sample execution

Section IV
Output Description

19–6. Output
RCTNEWS prints the message(s) available from the sources(s) specified by the user. These messages usually contain policy and procedures information. See figure 19–1 for sample program output.

19–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

19–7. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. ERROR IN SUBROUTINE CODE
2. 1D1M–BINARY–INVALID DIMENSION IN BINARY SEARCH
3. LOGIC ERROR–CREDIT NOT ON RECRUIT RECORD (CREDED)
4. LOGIC ERROR–RECRUITER ID NOT ON RECORD (CREDED)

5. LOGIC ERROR–RENO INDICATOR NOT ON RECORD (CREDED)
6. INVALID XXXXXX XXXXXX VALUE (XXXXXX)
7. ERROR–XXXXXX NOT ON RECORD (XXXXXX)
8. UNABLE TO DECODE XXX CODE (XXXXX)
9. FACTOR ABBREV. XXXX XXXX NOT IN DATA DICT (XXXXXX)
10. ERROR – NO TRANSLATION ON DATA DICTIONARY FOR SPECIAL FACTOR – XXXXXXXX
11. PROBLEM VALIDATING XXX XXX (XXXXXX)
12. ERROR: LINE LENGTH IS GREATER THAN 80 IN SUBROUTINE EXTRACT. CALL KEYSTONE BRANCH
13. SYSTEM ERROR: INVALID NUMBER OR FACTORS PASSED TO GENFIO
    PLEASE CALL KEYSTONE BRANCH
    THE INVALID NUMBER OF FACTORS IS XXXX
14. ERROR GETNUMS, INVALID START &END SEARCH ARGUMENTS: XX XX
15. SYSTEM ERROR: FACTOR NUMBER XXXX IS NOT IN THE RECORD DESCRIPTOR ARRAY OR THE ARRAY IS NOT SORTED. PLEASE CALL THE KEYSTONE BRANCH.
16. SYSTEM ERROR: RECORD DESCRIPTOR RECORD HAS IMPROPER START BIT OR LENGTH IN BITS. CALL KEYSTONE BRANCH.
    START BIT = XX
    LENGTH IN BITS = XX
    FACTOR NUMBER = XXXX
17. SYSTEM ERROR: LENBIT IS INCORRECT LENGTH FOR THIS FACTOR TYPE.
    TYPE = XXXX. LENBIT = XXXX.
    PLEASE CALL KEYSTONE BRANCH.
18. HEXDMP: RECLEN = XXXX
    XXXXXXXX, XXXXXXXX, ...
19. ERROR ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
20. VSAM ERROR = XXXX ON LUN XXX
21. VMCF ERROR = XXXXXXX FOR LUN XXX
22. NO SINK AVAILABLE FOR LUN XXX
23. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXX XXX   ZZZZZZZZ   ZZZZZZZZ
24. ERRORS COMMON OVERFLOWED (LODERR)
25. SYSTEM ERROR: NISRCH HAS TAKEN AN ALTERNATE EXIT.
    NIRSCH WAS CALLED
    WITH START POSITION XXXX AND NUMBER OF CHARACTERS XXXX
    PLEASE CALL KEYSTONE BRANCH
    (This message will be followed by messages numbers 27 and 23)
26. SYSTEM ERROR: PARSE1 CALLED WITH SPOS O, EPOS O, OR EPOS SPOS
    SPOS = XXXX, EPOS = XXXX. PLEASE CALL THE KEYSTONE BRANCH.
    (This message will be followed by messages numbers 27 and 23)
27. A SYSTEM ERROR HAS BEEN DETECTED IN SUBROUTINE PARS1.
    THE FIELD BEING PROCESSED IS:
    THE START POSITION OF THE FIELD IN THE STRING IS XXXX.
    THE END POSITION OF THE FIELD IN THE STRING IS XX.
    PLEASE CALL THE KEYSTONE BRANCH
    28. ERROR READING XXX XXXX, SUBROUTINE XXXXXX.
29. ERROR: XXXXXX ERROR, SUBROUTINE XXXXXX.
30. SYSTEM ERROR: LINE LENGTH LESS THAN THE MAXIMUM OF THE FACTOR DATA I/O LENGTH AND THE FACTOR ABBREVIATION DISPLAY LENGTH.
    THE FACTOR NUMBER IS XXXXXX
    THE FACTOR ABBREVIATION DISPLAY LENGTH IS XXXXXXX
    THE FACTOR DATA I/O LENGTH IS XXXXXX
    THE LINE LENGTH IS XXXXXX.
31. ERROR IN WORD RANGE OF UPDATE – MODE (SIOXX)
    BEGIN WORD: XXXXXX, END WORD: XXXXXX

NO UPDATE MADE
32. ERROR: ILLEGAL XXXX XXXX PASSED TO SIOXX
33. ERROR: INVALID XXX XX XXXX FOR ACTION XX
34. SYSTEM ERROR IN XXXXXX WHILE RUNNING CHGAA

19–8. Operation Errors
The following list contains possible operation error messages and the corrective action to be taken for each.

Table 19–2
Operation Errors

MESSAGE: YOU DO NOT HAVE ACCESS TO MESSAGE XXXXX

ACTION: The user has attempted to access a message source for which he is not authorized. This error message will be reprinted for each unauthorized selection made by the user. Messages to which the user has access will be printed. No action by the user is necessary in response to this error message.

Chapter 20
SASCP PROGRAM

Section I
Program Summary

20–1. Purpose
The SASCP program is the part of the REQUEST/SAS System that allows the user to generate statistical analysis reports. Each user has a separate disk for storage. The user's identification code regulates access to current data sets and to SAS procedures, called 'PROCS'.

Distinction must be made by the users of this program among the following:

a. SASCP – The REQUEST program name. Once the user enters SASCP, the prompt 'SAS' appears.

b. SASCP commands. There are nine SASCP commands which may be entered on the terminal in response to the 'SAS' prompt. These are detailed in table 20–1.

c. Edit subcommands. These subcommands are used only in response to the 'E' prompt within the edit structure, which is accessed by the SASCP command 'EDIT'. These are described in table 20–3. Users with SNA terminals will have the IBM XEDIT capabilities except for the following commands: CMS, CP, HELP, FTYPE, XEDIT, QUERY. See the IBM User's Guide for details.

d. SAS job programming language. This language is used in the creation of a SAS (Statistical Analysis System) 'job' or program which the user will run within the SASCP program. The rules and instructions for this SAS language are described within the SAS Institute manuals provided to each user.

20–2. Applicability
The SASCP program is accessed by the following user groups:

a. Accession Management Branch,

b. KEYSTONE Branch,

c. USAREC,

d. FORSCOM, and

e. DCSPER.

20–3. Functions and structure
SASCP has two functions and a HELP module. These are:

a. To create or modify a SAS program (job). The 'EDIT' module within SASCP is the structure within which SAS jobs are created and/or modified. Table 20–3 in this manual under the Input Requirements section describes the subcommands required. Paragraph 20–6 in the Program Operation section illustrates a sample job creation. Users on SNA terminals will have access to the IBM XEDIT mode. See the IBM User's Guide for details; restrictions apply to the following commands: CMS, CP, HELP, FTYPE, XEDIT and QUERY.

b. To run a SAS job and report the results. (A SAS job may be run only after 8 P. M. or before 8 A. M.) This is done by use of the SASCP commands 'RUN' and 'TYPE' for on–line execution and by the use of the SASCP command 'BATCH' for delayed execution and report when computer costs are lower. Table 20–1 in this manual under the Input Requirements section describes these commands.

c. The SASCP program has a HELP module which may be accessed by entering 'HELP' on the terminal in response to the 'SAS' prompt. This module contains information described in this manual, and will be updated periodically to reflect any new SASCP commands, topics, or instructions which may be necessary for the user. The user should periodically check the HELP lists of commands and topics for new capabilities and information.

Section II
Input Requirements

20–4. Data Items. SASCP input data items are listed in six tables

Table 20–1 contains the description of the uses of the nine SASCP commands. Table 20–2 contains the description of the TOPICS which relate to the use of the REQUEST/SAS System. Table 20–3 contains the subcommands which relate to the EDIT structure of SASCP, which is used to create and/or modify a SAS job. Table 20–4 contains the data set designation to be used within the SAS job file. These data sets are continuously updated to provide an accurate statistical data base for the users of SASCP. Table 20–5 contains the list of SAS PROCS (procedures) available for use in SAS job programming. Table 20–6 contains the BATCH information. Chart 20–1, below, will aid the user in the use of the various sets of commands.

Table 20–1A
Chart 20–1. SASCP structure and command use chart.

SASCP Main Program	
Prompt = SAS	
SASCP Commands (see table 20-1)	
HELP	
LIST	
TYPE	SASCP EDIT Structure
EDIT	Prompt = E
PRINT	EDIT Subcommands (see table before 20-3)
RUN (after 8 P.M. or before 8 A.M. only)	FILE
ERASE	TOP
END	BOTTOM
BATCH	UP n
	DOWN n

		EDIT INPUT Mode
	INPUT	No Prompt
	DELETE	Enter SAS job statements.
	CHANGE/stream1/stream2/n	(See SAS Institute guides.)
	QUIT	Enter null line to return to 'E' prompt for modifications to input or to file the job.

Table 20–1B
SASCP commands in response to the prompt 'SAS'

User Entry	Program Use
HELP	1. SASCP COMMANDS
	LIST 'FILENAME' 'FILETYPE'
	TYPE 'FILENAME' 'FILETYPE'
	PRINT 'FILENAME' 'FILETYPE'
	PRINT 'FILENAME' 'FILETYPE' 'RMTXXX'
	EDIT 'FILENAME' 'FILETYPE'
	RUN 'FILENAME' (TERM/NOTERM, LONGLST/SHORTLST)
	ERASE 'FILENAME' 'FILETYPE'
	END
	HELP – displays a list of SASCP commands.
	HELP TOPICS – the current list of available topics.
	NELP 'TOPICNAME'
	BATCH 'FILENAME'
	BATCH QUERY
	BATCH CANCEL

Table 20–1B
SASCP commands in response to the prompt 'SAS'—Continued

User Entry	Program Use
	2. TOPICS The following topics are currently in the HELP module and may be accessed by entering HELP 'TOPICNAME' SASHELP – Introduces SASCP commands LIST – The LIST command RUN – The RUN command PRINT – The PRINT command BATCH – The BATCH commands ERASE – The ERASE command ERRORS – Initial scan error messages TOPICS – Currently available TOPICS list HINT1 – Hints on efficient SAS programming HINT2 – Hints on use of text variables HINT3 – Hints on saving costs when developing new SAS jobs FORMAT – Use of pre–defined SAS text format Note: The list of topics available in the HELP module is subject to change. Check the list periodically on your terminal.
LIST	The entry of the command LIST 'FILENAME' 'FILETYPE' results in the confirmation that a file of that name and type exists on the user's disk, or a FILE NOT FOUND message is printed. The entry of the command LIST * 'FILETYPE' produces a list of all files on the disk with that particular file type. Example 1: Nonexistent File You Enter: LIST MYFILE SAS The System Answers: File not found Example 2: The File Exists You Enter: LIST MNTLGRP SAS The System Answers: MNTLGRP SAS A1 The 'A' identifies this as one of your personal files. Example 3: An * is used for filename You Enter: LIST * SAS The System Answers: MNTLGRP SAS A1 VEPREP SAS A1 ACCES SAS A1 Example 4: An * is used for file type You Enter: LIST MNTLGRP The System Answers: MNTLGRP SAS A1 MNTLGRP SASLOG A1 MNTLGRP LISTING Al
TYPE	The entry of the command TYPE 'FILENAME' 'FILETYPE' results in the display on the terminal of the contents of the designated file.
PRINT	The entry of the command PRINT 'FILENAME' 'FILETYPE' routes the contents of the designated file to the high speed printer associated with the user's ID in the SAS Driver file. The entry of the command PRINT 'FILENAME' 'FILETYPE' 'RMTXXX' routes the contents of the designated file to the remote high speed printer associated with the three digit code (XXX). Example 1: You Enter: PRINT MYFILE LISTING The System Answers: PRT FILE 3160 to P$LINK COPY 001 NOHOLD FILE 3160 (3160) RECEIVED; WILL SEND TO VCTS FILE 3160 (3160) RECEIVED BY VCTS AND FROM VCTS: FILE 3675 (3160) RECEIVED BY VISO. FROM VTSO: 15.42.41 JOB 3160 $HASP546UZK999 The five system messages may arrive over several minutes, however you may continue your terminal session without waiting for them as soon as the 'SAS' prompt appears. You will need the numbers (3160 and 3675) if there are any problems with your output. Example 2: You Enter: PRINT MOS LISTING RMT501 The Results Are: The file MOS listing will be sent to RMT501, the specified remote ID. If you do not specify a remote ID, the file would go to the printer where you normally receive your output. All BATCHLOGS will continue to go to your 'DEFAULT PRINTER.' However you could send the BATCHLOG to another remote ID by adding this command to the BATCH file: PRINT MOS BATCHLOG RMT501.

Table 20–1B
SASCP commands in response to the prompt 'SAS'—Continued

User Entry	Program Use
EDIT	The entry the command EDIT 'FILENAME' 'FILETYPE' moves the user into the edit mode where an already existing file or job may be modified or a new file may be created. If this file is a new file, the system will type 'NEW FILE' and will transfer the user directly to the INPUT mode (see the INPUT subcommand in table 20–3). If this is an existing file you are prompted by an 'E'. You may answer this prompt with any of the EDIT subcommands listed in table 20–3.
RUN	The RUN command is available only after 8 P.M. or before 8 A.M. The entry of the command RUN 'FILENAME' directs SASCP to execute the SAS job on your disk that is designated as 'FILENAME' with a file type of SAS. For example, you can execute the SAS job 'MNTLGRP', which is on your disk as a file called 'MNTLGRP SAS', by typing 'RUN MNTLGRP'. The run is complete when the 'SAS' prompt re-appears on the terminal. The RUN command has optional forms: RUN 'FILENAME' TERM (or 40TERM) LONGLST (or SHORTLST).
	TERM directs the output generated by the initial scan to your terminal. NOTERM directs the output generated by the initial scan to the SASLOG file on your disk. If there are no errors in the scan initial scan, the SASLOG will be replaced by the secondary scan file. LONGLST and SHORTLST control how much output is generated by the initial scan. SHORTLST prints only the lines containing errors. LONGLST prints all the lines. The options may be abbreviated as T, N, L, and S. If the options are omitted, as in RUN 'FILENAME', TERM and LONGLST are assumed as default values by the system. Any combination of options may be used in any order.
ERASE	The entry of the command ERASE 'FILENAME''FILETYPE' will erase from the user's disk the specified files. For example, if a user's disk contains the following:

```
    FILENAME        FILETYPE
    JOE             SAS
    JOE             SASLOG
    JOE             LISTING
```

After the use of the command ERASE, JOE SASLOG the disk will contain only.

```
    FILENAME        FILETYPE
    JOE             SAS
    JOE             LISTING
```

The only system response will be the return of the prompt 'SAS'.
You may substitute an * for the FILENAME.
Example: An * is used for filename
You Enter: ERASE * SASLOG
The System Answers: SAS – all files with the file type of SASLOG will be erased on your disk.

END	The entry of the command END will terminate the REQUEST/SAS session and return the user to the REQUEST driver.
HELP TOPICS	The entry of the command HELP TOPICS directs SASCP to display the current list of topics in the HELP module. This list changes periodically.
BATCH	There are four BATCH commands.

1. BATCH 'FILENAME'
2. BATCH 'FILENAME' AT 'DDHHMM'
3. BATCH QUERY
4. BATCH CANCEL 'HHMM'

The BATCH commands enable you to schedule execution and printing of SAS jobs at times when computer charges are lower. It is necessary for you to have a file on your disk labelled 'FILENAME' BATCH. (BATCH is the file type). See Tables 20-2 and 20-6 and the procedures in paragraph 20-8, for details on setting up this file.
1. The entry of the command BATCH 'FILENAME' will cause the SASCP commands in the file on your disk to be executed at 0400 on your USERID. You do **not** need to be signed on at that time.
2. The entry of the command BATCH 'FILENAME' AT 'DDHHMM' will cause the SASCP commands in the file on your disk to be executed at the time indicated. (DD is the day of the month, HHMM is the time, hour and minute – example: 160330 is the 16th of the month at 3:30)
3. The entry of the command BATCH QUERY will result in a display on the terminal of your batch jobs which are awaiting execution.
4. The entry of the command BATCH CANCEL 'HHMM' will result in the cancellation of your batch run scheduled for that time. The system responds:

   AUTOLOGON REQUEST MM/DD HH:MM
   CANCELLED
   SAS

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.

User Entry	Program Response

HELP or HELP SASHELP	Here is a list of the valid REQUEST/SAS command. You can enter these commands whenever the system prompts you with 'SAS'. The HELP command can be used to get more information. Here are the valid commands:
	
	COMMAND: END
	SYNTAX: END
	The END command ends your REQUEST/SAS session and returns you to the REQUEST driver.
	COMMAND: LIST
	SYNTAX: LIST 'FILENAME' 'FILETYPE'
	The LIST command lists job and data files that are on your disk.
	COMMAND: EDIT
	SYNTAX: EDIT 'FILENAME' 'FILETYPE'
	The EDIT command allows you to make changes to files on your disk.
	COMMAND: RUN
	SYNTAX: RUN 'FILENAME'
	The RUN command allows you to execute a SAS job that is on your disk.
	COMMAND: TYPE
	SYNTAX: TYPE 'FILENAME' 'FILETYPE'
	The TYPE command allows you to type a file at your terminal.
	COMMAND: HELP
	SYNTAX: HELP 'TOPIC'
	The HELP command can give you more information about selected topics. For a list of current topics and instructions enter 'HELP TOPICS'.
	COMMAND: ERASE
	SYNTAX: ERASE 'FILENAME' 'FILETYPE'
	The ERASE command will erase a specified file from your disk.
	COMMAND: PRINT
	SYNTAX: PRINT 'FILENAME' 'FILETYPE'
	The PRINT command will print a file at your high speed printer.
	COMMAND: BATCH
	SYNTAX: BATCH 'FILENAME'
	        BATCH QUERY
	          BATCH CANCEL
	The BATCH command allows you to schedule, report, or cancel a BATCH REQUEST/SAS terminal session.

HELP LIST	The LIST command can tell you what SAS runstreams and output are on your disk. To see if a file is on your disk, enter 'LIST FILENAME FILETYPE'. The system will print the FILENAME and FILETYPE if the file exists, and will print 'FILE NOT FOUND' if the file does not exist. You may substitute a * for FILENAME, in which case A1l files with the given FILETYPE will be listed. Substituting an * for the FILETYPE will A1low you to list A1l files with the same FILENAME, and their associated FILETYPES. Example 1: Nonexistent file You Enter: List MYFILE SAS The System Answers: File not found Example 2: The file exists You Enter: List MNTLGRP SAS The System Answers: MNTLGRP SAS A1 The 'A1' identifies this as one of your personA1 files. Example 3: An * is used for FILENAME You Enter: List * SAS The System Answers: MNTLGRP SAS A1 VEPREP SAS A1 ACCES SAS A1 Example 4: An * is used for FILETYPE You Enter: List MNTLGRP * The System Answers: MNTLGRP SAS A1 MNTLGRP SASLOG A1

HELP RUN	The RUN command allows you to execute a SAS job. RUN is available only after 8 P.M. or before 8 A.M. The SYNTAX is
	
	RUN FILENAME TERM LONGLST
	          or or
	          NOTERM SHORTEST

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.—Continued

User Entry	Program Response
	Where FILENAME is the name of a file on your disk with FILETYPE 'SAS'. For example, you can execute the SAS job 'MNTLGRP', which is on your disk as a file called 'MNTLGRP SAS', by entering 'RUN MNTLGRP'. TERM/NOTERM and LONGLST/SHORTLST are optional. These options are discussed in note 1.
	Three things happen when a job is run:
	1. The job is scanned by the REQUEST/SAS scan module. Some SYNTAX error checking occurs here, and linkages are established so that your program will access the right data sets. The output from this scan appears under the heading 'REQUEST/SAS RELEASE . . . .'
	2. If no errors are found in the first scan the job is submitted to SAS for final error checking. The output from this scan appears in the 'SASLOG' file. A new 'SASLOG' file is created each time the job is run – there is no need to erase the old one before running a program.
	3. If no errors are found in the second scan the job is executed. The results of the SAS job are placed in a file. The FILENAME of the Output file is the same as the FILENAME of the SAS job itself. The FILETYPE of this file is 'LISTING'. The new Listing file will replace any old listing file with the same FILENAME.
	In brief, here is how to run a SAS job. 'MNTLGRP' is the name of the job.
	SAS
	* RUN MNTLGRP
	REQUEST/SAS system releaseThis is the output from the initial scan. The SAS commands in the job will print, along with any error messages.
	SAS
	* TYPE MNTLGRP SASLOG This is optional. The SASLOG file contains any error messages generated by the second scan, as well as information about the number of observations processed, etc.
	SAS
	* TYPE MNTLGRP listingThis is the output from the SAS job. If the Listing file does not exist, examine the SASLOG file for errors.
	The lines marked by an * are your input. The other lines are printed by the system.
	Note 1: There are two options to the RUN command. They control how much output is generated by the initial scan and were the output goes.
	The first option controls where the output goes. There are two possibilities: 'TERM', which directs the output to your terminal; and 'NOTERM', which directs the output to a SASLOG file on your disk. If there are no errors in the initial scan this SASLOG will be replaced by the SASLOG file from the secondary scan.
	The second option controls how much output is produced by the initial scan. There are two possibilities: SHORTLST, which only prints lines containing errors; and LONGLST, which prints all lines. The options may be abbreviated by their first letters. Either TERM/NOTERM or SHORTLST/LONGLST may be specified, in any order. The default options are TERM and LONGLST.
HELP PRINT	The PRINT command prints files at your high speed line printer. The SYNTAX of the PRINT command is:
	PRINT 'FILENAME' 'FILETYPE' 'REMOTE ID'
	FILENAME is the name of the file on your disk that you want to print. FILETYPE is the type of file, either SAS, SASLOG, LISTING, or BATCH.
	Example 1:
	You Enter: PRINT MYFILE LISTING
	The System Answers: PRT FILE 3160 TO P$LINK COPY 001 NOHOLD FILE 3160 (3160) RECEIVED; WILL SEND TO VCTS FILE 3160 (3160) RECEIVED BY VCTS AND …
	FROM VCCTS: FILE 3675 (3160) RECEIVED BY VISO …
	FROM VISO: 15.42.41 JOB 3160 $HASP546UZK999
	The five system messages may arrive over several minutes, however you may continue your terminal session without waiting for them as soon as the 'SAS' prompt appears.
	You will need the numbers (3160 and 3675) if there' are any problems with your output.
	Example 2:
	You Enter: PRINT MOS LISTING RMT501
	The Results are: The file MOS listing will be sent to RMT501, the specified remote ID. If you do not specify a remote ID, the file would go to the printer where you normally receive your output. All BATCHLOGS will continue to go to your 'DEFAULT PRINTER.' However you could send the BATCHLOG to another remote ID by adding this command to the Batch file: PRINT MOS BATCHLOG RMT501.

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.—Continued

User Entry	Program Response
HELP BATCH	The REQUEST/SAS batch facility allows you to submit a sequence of REQUEST/SAS command on your USERID at a specified time without having to sign on. Briefly, here is how to use the REQUEST/SAS batch facility:1. Create a file with a FILETYPE of 'BATCH' (for this example we will use a FILENAME of 'NITJOB'). This file should contain a list of REQUEST/SAS commands. The file can be created using the editor by entering 'EDIT NITJOB BATCH'. Let's assume that 'NITJOB BATCH' looks like this:

RUN MYFILE
PRINT MYFILE SASLOG
PRINT MYFILE LISTING

2. Issue the BATCH command. Enter 'BATCH NITJOB' in answer to the SAS prompt.
This will cause the three REQUEST/SAS commands in 'NITJOB BATCH' to be executed at 0400 (the default time) on your USERID. A copy of this batch terminal session will be printed at your high speed printer.
The BATCH command has three modes: QUERY mode, which lists the batch jobs that are currently awaiting execution, CANCEL mode, which cancels a batch job that is awaiting execution; and SCHEDULE mode, which schedules the execution of a batch job. Note that the system responses to the BATCH command may not be immediate. You can continue with your terminal session in the meantime.
Query Mode: QUERY mode lists at your terminal all of your BATCH jobs which are awaiting execution.
You Enter:
  BATCH QUERY
The System Answers:
–USERID– –REQ BY– –OCCURS AT– STORAGE –TIME MADE– –FIRST COMMAND—UZK999 UZK999 01/02 03:00 DEFAULT 01/01 09:00 SASBAT MYGILE1 UZK999 UZK999 01/02 03:30 DEFAULT 01/01 10:00 SASBAT MYFILE2

In this example, there are two BATCH jobs awaiting execution. The first job will execute 'MYFILE1 BATCH', will start at 0300 on January 2, and was made at 0900 on January 1.

CANCEL Mode: Cancel mode cancels a BATCH job which is awaiting execution. You must know the time that the BATCH job is scheduled to start. If you don't know this time you can get it by using QUERY mode.

You Enter:
  BATCH CANCEL 0300

The System Answers:

AUTOLOGON REQUEST 01/02 03:00 CANCELLED
The first BATCH job listed in the QUERY example has been cancelled.

SCHEDULE Mode: SCHEDULE mode allows you to schedule the execution of a BATCH job.

Your Enter:
  BATCH MYFILE1 at 0300
The System Answers:
  Confirming AUTOLOGON at 01/02 03:00
The BATCH file 'MYFILE1 BATCH' has been scheduled for execution at 0300.

Here is a detailed description of the use of SCHEDULE mode.

SYNTAX: BATCH FILENAME AT DDHHMM
                                 or   HHMM   FILENAME is the name of a file on your disk with a FILETYPE of 'BATCH'. AT DDHHMM specifies the time when the job is to run, where DD is the day of the month, HH the hour (00–23), and MM the minute. If no time is specified the job will run at 0400 the next day. If DD is not specified the job will run as soon as the time is HHMM, i.e., a job submitted at 10 a.m. for 0900 will run the next day at 9 a.m., but a job submitted at 10 a.m. for 1700 will run at 5 p.m. today.
Notes:
l. If you do not want a copy of the BATCH terminal session to print, make the first line of the BATCH file '$CONTROL NOPRINT'.
2. BATCH jobs awaiting execution may be lost if the system crashes. If the system crashes, it is a good idea to check (using 'BATCH QUERY') that your jobs are still awaiting execution.
3. A BATCH file must exist when the BATCH command is issued. If changes are made to this file before the job runs, the changed version will be used.

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.—Continued

User Entry	Program Response
	4. Notes on time:
	a. Times may not be between 2200 and 0300. This time is reserved for system maintenance.
	b. The day specified may be up to seven days in the future.
	c. If your USERID is in use at the time a job is to start, the message
	AUTOLOGON FOR 0400 FAILED – ALREADY LOGGED ON
	will print and your job will not run.
	d. If your try to log on while a BATCH job is running, you will get the message
	DMKLOG082E UZK999 1S NOT AVAILABLE, BATCH JOB IN PROGRESS
	and you will not be able to log on until the job is finished.
	e. Computer charges are discounted by approximately 50% between 8 p.m. and 8 a.m. and on weekends.
	f. The system SAS data sets are reloaded each night (except Sunday) between 0200 and 0300. Jobs run before 0200 will get today's data, and jobs running after 0300 will get tomorrow's data.
HELP ERASE	The ERASE command allows you to erase files from your disk. To erase a file from your disk enter 'ERASE FILENAME FILETYPE'. FILETYPE may be SAS, SASLOG, LISTING, BATCH, or BATCHLOG. An asterik ('*') may be used for FILENAME, in which case all files with the given FILETYPE will be erased. There is no response from the system unless the specified file does not exist.
	Example 1: A single file is erased.
	You Enter: ERASE MYFILE SAS
	The file is erased. There is no response other than the 'SAS' prompt.
	Example 2: The specified file does not exist.
	You Enter: ERASE MYFILE SASLOG
	The system Answers: File 'MYFILE SASLOG' not found.
	Example 3: An * is used for FILENAME.
	You Enter: ERASE * SASLOG
	All files with a FILETYPE of SASLOG are erased. There is no response other than the 'SAS' prompt.
HELP ERRORS	This is a list of the errors that may be found by the REQUEST/SAS/Scan module during a RUN 'JOB' execution. These errors appear on the terminal while the 'RUN' is executing in the following format:
	PROC ABCD; DATA MYDATA; SET AARCRT.DS1;
	X X X
	COLUMN ERROR
	11 160 PROC IS NOT AUTHORIZED.
	24 120 TEMPORARY DATASETS NOT AUTHORIZED.
	38 200 DATASET NOT AUTHORIZED.
	Each error is marked by an X below the area where the error was detected. Each error is then listed, with the error number and column where the error was found.
	Note that these error numbers are different from SAS error numbers.
	For a complete, list of first–scan errors which may appear on the terminal, with the CAUSES and remedies, see Section V. of this manual.
HELP TOPICS	Here is a list of the current help topics. You can get more information about each topic by answering the 'SAS' prompt with 'HELP TOPICNAME' where TOPICNAME is one of the topics listed below. For example, enter 'HELP LIST' for more information about the LIST command.

Topic	Subject
SASHELP	Introduces valid SAS commands
LIST	The LIST command
RUN	The RUN command
PRINT	The PRINT command
BATCH	The BATCH command
ERASE	The ERASE command
ERRORS	Explanation of error messages from the initial scan
TOPICS	Currently available help topics
HINT1	Hints on efficient SAS programming
HINT2	Hints on use of text variables
HINT3	Hints on saving costs when developing new SAS jobs
FORMAT	Use of pre–defined SAS text formats

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.—Continued

User Entry	Program Response
HELP HINTS1	Since even short sequences of instructions can be costly if executed thousands of time, it is important to construct SAS data steps so as to minimize the number of statements executed for each observation. This is especially important when only a small fraction of the observations are of interest. In this case, first determine whether or not the current observation is of interest and perform further processing only if needed. Consider two examples. These date steps perform the same function, but the second version will cost approximately 10% of the cost of the first.

```
DATA, SET AARCRT.DS1; KEEP VAR1
    IF MOS='11B1' AND (ENLIST GE INPUT('01JAN83',DATE7.) AND ENLIST LE IN-
PUT('05JAN83',DATE7.)) THEN VAR1=1
    IF MOS='11B1' AND (ENLIST GE INPUT('01FEB83',DATE7.) AND ENLIST LE IN-
PUT('05FEB83',DATE7.)) THEN VAR1=2;
    IF MOS='05CP' AND (ENLIST GE INPUT('01MAR83',DATE7.) AND ENLIST LE IN-
PUT('05MAR83',DATE7.)) THEN VARR1=3;
```

In the above example the input function will be evaluated six time for each observation in the data set.

```
DATA; SET AARCRT.DS1; KEEP VAR1;
    IF MOS='11B1' THEN DO;
        IF ENLIST GE INPUT ('01JAN83',DATE7.) AND ENLIST LE IN-
PUT('05JAN83',DATE7.) THEN DO; VAR1=1; OUTPUT; END;
        IF ENLIST GE INPUT('01FE883',DATE7.) AND ENLIST LE IN-
PUT('05FEB83',DATE7.) THEN DO; VAR2; OUTPUT; END;
        END;
    ELSE
      IF MOS '05CP' THEN DO;
        IF ENLIST GE INPUT ('01MAR83',DATE7.) AND ENLIST LE IN-
PUT('05MAR83',DATE7.) THEN DO; VAR1=3; OUTPUT; END;
      END;
```

Here the only statements that are executed for observations that are not 11B1 or 05CP are "IF MOS='11B1'" and "IF MOS '05CP'". The input functions are evaluated only if the current observation has one of the selected MOS codes.

| HELP HINT2 | SAS jobs that compare alphanumeric text variables (i.e., comparison operands 'LT', 'LE', 'GT', 'GE') should be written very carefully, because the hexadecimal representation of the alphanumeric code is used. |

For Example:

CP–T is an alphanumeric variable from the SAS Recruit file that is the valid coded answer to color perception. CP is the integer number associated with the alphanumeric code. Both, CP and CP–T are located on the SAS Recruit file data base.

Color Perception

Integer Code	Alpha Code
5	NON
10	R/G
15	NOR

The following two SAS jobs are not identical.

```
JOB1                    JOB2

DATA;                    DATA;
SET AARCRT.DS1;          SET AARCRT.DS1;IF CP_T LT 'R/G';
IC CP LT 10;             PROC PRINT;
PROC PRINT;
RUN:                     RUN;
```

The SAS job above labelled JOB1 will print out the recruit information of every recruit whose color perception value is 'NON'.
SAC JOB2 will print out all the recruit information of all recruits whose color perception value is 'NOR' or 'NON'. This is because the hexadecimal representation of the alphanumeric code 'NON' and 'NOR' is less than the hexadecimal representation of the code 'R/G'.
Note: SAC strongly recommends that the only comparison operator to be used with text variables from the SAS Recruit file (data set variables whose last two characters end in '_T') be 'EQ'.

Table 20–2
SASCP TOPICS in response to the prompt 'SAS'.—Continued

User Entry	Program Response
HELP HINT3	The SAS variable _N_ is automatically generated by SAS for each data step. It's value is the number of times SAS has executed the data step. There are two usages for the _N_ variable. _N_ can be used to cut costs while developing and debugging SAS programs. This is done by limiting the number of times the data step is processed.

	For Example:
	  DATA;
	  SET AARCRT.DS1;
	  IF _N_ GT 100 THEN STOP;
	  PROC PRINT;

	The above program will print out the first 100 Active Army Recruit records. While only processing 100 Recruit records, report formats could be checked and adjusted and any errors in the program could be corrected. When the program is ready to be run on the entire file delete the following line from the program:
	IF _N_ GT 100 THEN STOP;
	The following program would print out the entire Active Army Recruit file
	DATA; SET AARCRT.DS1; PROC PRINT;

	_N_ can also be used in initialization of a variable. When the value of _N_ equals some value, a variable that needs to be initialized could be set. For example, the following SAS program counts all the Active Army Recruit personnel with MOS equal to 11B1.
	  DATA;
	  SET AARCRT.DS1;
	  IF _N_ EQ 1 THEN COUNT = 0;
	  IF MOS EQ '1181' THEN COUNT = COUNT + 1;

HELP FORMAT	New text formats have been created for SAS to help control load coats. These formats allow the system to reference the integer number associated with an alphanumeric variable more efficiently. Under this system, the correlation is made using a SAS library where the integers that match the text variables are stored for easier access. Comparison operands, such as 'LT' or 'GT', are no longer needed. As a result, HINT2 should **not** be referenced for information on text variables and underscores should be eliminated. For example, SX_T
	should now read:
	SXT
	This change applies to all alphanumeric variables. SAS variables, such as _N _, remain the same. Refer to Figure 20–1 for a sample of the terminal display explaining the new format and showing the numeric equivalents for text variables.

NEW SAS TEXT FORMATS ARE BEING MADE AVAILABLE IN ORDER TO DELETE TEXT VARIABLES FROM SAS DATA SETS. THIS WILL HELP REDUCE LABOR COSTS. THE FORMAT NAMES ARE THE CURRENT TEXT NAMES WITHOUT THE UNDERSCORES.

THESE FORMATS MAY BE INVOKED BY THE USE OF THE FORMAT STATEMENT, AS IN THE FOLLOWING EXAMPLES:

FORMAT SX SXT.EDUC EDUCT.:

NOTE: THE PERIODS (.) MUST BE INCLUDED.

EXAMPLE IN A SAS JOB:

PROC FREQ DATA=AADEP.DS1;
TABLES SX;
FORMAT SX SXT.;

S T A T I S T I C A L   A N A L Y S I S   S Y S T E M

SX	FREQUENCY	CUM FREQ	PERCENT	CUM PERCENT
M	39509	39509	88.282	88.282
F	5244	44753	11.718	100.000

EXISTING SAS PROGRAMS USING TEXT VALUES WILL NEED MODIFICATIONS TO INCLUDE FORMAT STATEMENTS BY MID-JUNE 84 AS THE CURRENT TEXT VALUES WILL BE DELETED FROM ALL THE RECRUIT DATA SETS.

THE FOLLOWING ARE THE FORMATS WHICH ARE CURRENTLY AVAILABLE:

FORMAT NAME: SXT   1 = M
                                 2 = F

FORMAT NAME: EDUCT   5 = NHSG
                                10 = GEDH
                                15 = CIHS
                                20 = COMP
                                25 = ATTN
                                30 = HSSR
                                35 = HSDG
                                40 = CLEP
                                45 = ASSC
                                50 = NURS
                                55 = BACL
                                60 = MAST
                                65 = PMAS
                                70 = DOCT
                                75 = PROF

Figure 20–1. HELP FORMAT command

```
FORMAT NAME:   PREEDT                   5  =  NHSG
                                       10  =  GEDH
                                       15  =  CIHS
                                       20  =  COMP
                                       25  =  ATTN
                                       30  =  HSSR
                                       35  =  HSDG
                                       40  =  CLEP
                                       45  =  ASSC
                                       50  =  NURS
                                       55  =  BACL
                                       60  =  MAST
                                       65  =  PMAS
                                       70  =  DOCT
                                       75  =  PROF

FORMAT NAME:   MATHT                     5  =  GEN
                                       10  =  ALG
                                       15  =  GEO
                                       20  =  TRI

FORMAT NAME:   SCIT                      5  =  GEN
                                       10  =  BIO
                                       15  =  CHE
                                       20  =  PHY

FORMAT NAME:   CPT                       5  =  NON
                                       10  =  R/G
                                       15  =  NOR

FORMAT NAME:   AATYPET                   1  =  NPS
                                        2  =  PS
                                        3  =  IS
                                        4  =  CAS
                                        5  =  RET
                                        8  =  NPSR
                                        9  =  PSR
                                       10  =  PCAS

FORMAT NAME:   DVRLIT                    0  =  N
                                        1  =  Y

FORMAT NAME:   RACET                     5  =  CAUC
                                       10  =  ASIAN
                                       15  =  BLACK
                                       20  =  AMINDIAN
                                       25  =  OTHER
                                       30  =  UNKNOWN
```

Figure 20–1. HELP FORMAT command – continued

```
FORMAT NAME:  CITT            0 = N
                              1 = Y

FORMAT NAME:  WTLISTT         0 = N
                              1 = Y

FORMAT NAME:  RENOT           0 = N
                              1 = Y

FORMAT NAME:  MPOVERT          0 = OFF
                              1 = ON

FORMAT   NAME: MEPCATT         0 = E
                            39 = F
                            40 = G
                            50 = H
                            60 = J
                            70 = K
                            80 = L
                            90 = M
                           100 = N
                           110 = P
                           120 = Q
                           130 = R
                           140 = S
                           150 = T
                           160 = U
                           170 = V
                           180 = W
                           190 = X
                           200 = Z

FORMAT NAME:  MEPQALT         39 = F
                            40 = G
                            50 = H
                            60 = J
                            70 = K
                            80 = L
                            90 = M
                           100 = N
                           110 = P
                           120 = Q
                           130 = R
                           140 = S
                           150 = T
                           160 = U
                           170 = V
                           180 = W
                           190 = X
                           200 = Z
```

Figure 20–1. HELP FORMAT command – continued

```
FORMAT NAME:   ARTYPET          1 = NPS
                                2 = IRN
                                3 = IS
                                4 = CAS
                                5 = RET
                                6 = SP1
                                7 = SP2
                                8 = PST
                                9 = PSN
                               10 = PSR
                               11 = TRR
                               12 = TNG
                               13 = RSE
                               14 = RST
                               15 = ISS
                               16 = IRP

FORMAT NAME:   NGTYPET          1 = NPS
                                2 = NUSD
                                3 = IS
                                4 = CAS
                                5 = RET
                                6 = SP1
                                7 = SP2
                                8 = ES
```

Figure 20–1. HELP FORMAT command – continued

Table 20–3
SASCP Edit mode subcommands in response to the 'E' prompt

User Entry	Program Use and Response
TOP or TO	The pointer moves to the first line of the file.
BOTTOM or B	The pointer moves to the last line of the file.
UP n	The pointer moves up the designated number (n) of lines.
DOWN n or DOn	The pointer moves down the designated number (n) of lines.
TYPE n or TYn	Results in a typing (display) on the terminal of the line where the pointer is, plus any additional lines until the number indicated (n) has been reached.
INPUT or I	Allows the user to insert however many lines are desired at this point until user enters a blank (null) line (carriage return only). There is no prompt within the INPUT mode.
DELETE n or DE n	Deletes the indicated number (n) of lines starting at the current line.
CHANGE/stream 1/stream 2/n or C/ stream 1/stream 2/n	Changes stream 1 (between the first set of delimiters) to stream 2 (between the second set of delimiters) for n number of lines. Example: Consider that the following line is in the file being edited, and the pointer is at this line. Line: THIS IS NOT A COMMENT User: C/IS NOT A/IS A/ New Line: THIS IS A COMMENT
	The delimiters in this example are slashes. They may be other characters such as #, $, &, etc.
QUIT or Q	Returns the user to REQUEST/SASCP without updating the user's disk unless the FILE command has been executed.
FILE or F	Writes the file (job) to the user's disk. If the file name is the same as an existing name, it replaces the old file.

Table 20–4
SASCP data sets

Designation	Content Description
AARCRT.DS1	A copy of the Active Army Recruit file (minus holding records). This data set is created every Tuesday.
AADEP.DS1	Contains records of all recruits in the Active Army Recruit file whose enlistment date is greater than today's date or whose enlistment has not been verified. This data set is created every Tuesday.
AAACC.DS1	Contains records of all Active Army enlistments to date for the current fiscal year. This data set is added to every Tuesday by extracting from the Recruit file the records of those recruits whose enlistment date is in the time period since the last update of the SAS data sets.
AAFISC81.DS1	Contains records of all Active Army enlistments for the past fiscal year (FY81 is designated. A new data set, AAFISC82.DS1, is created at the fiscal year change.).
AAELDE.DS1	Contains records of applicants who, although eligible, declined WAIT LIST status. It is created every Tuesday by copying the Eligible–Declined file.
AAINEL.DS1	Contains records of applicants who did not meet AA Wait List minimum qualifications. This data set is created every Tuesday by copying the Ineligible–Declined file.
AWLMG2.DS1	Holding record plus Wait List information of applicants being processed by AAWLP overnight. Created every Tuesday by merging WLHLD.DS1 and AAWLR.DS1.
AWLMG3.DS2	Holding record plus Wait List information of applicants with Tentative Reservations. Created every Tuesday by merging WLHLD.DS1 and AAWTR.DS1.
AWLMG4.DS1	Holding record plus Wait List information of applicants with reservation possible status. Created every Tuesday by merging WLHLD.DS1 and AAWRP.DS1.
AAWRP.DS1	Wait List information for applicants who are in a reservation possible status. Created every Tuesday from the AAWAIT file.
AAWTR.DS1	Wait list information for applicants with Tentative Reservations. Created every Tuesday from the AAWAIT file.
AAWLR.DS1	Records for the overnight search by AAWLP, the Wait List Processor. Created every Tuesday from the AAWAIT file.
WLHLD.DS1	This data set is created every Tuesday by extracting from the Active Army Recruit file the records of those recruits with no reservations who are on the AAWAITLIST.
ARRCRT.DS1	A copy of the Army Reserve recruit file (minus holding records). This data set is created every Tuesday.
ARDEP.DS1	Contains records of all recruits in the Army Reserve Recruit file whose ship date is greater than today or whose shipment has not been verified. This data set is created every Tuesday.
ARACC.DS1	Contains records of all Army Reserve enlistments to date for the current fiscal year. This data set is added to every Tuesday by extracting from the Army Reserve Recruit file the records for those recruits whose enlistment date is in the time period since the last update of the SAS data sets.
ARFISC81.DS1	Contains records of all Army Reserve enlistments for the past fiscal year (FY81 is designated. A new data set, ARFISC82.DS1, is created at the fiscal year change.).
NGRCRT.DS1	A copy of the National Guard recruit file (minus holding records). This data set is created every Tuesday.
NGDEP.DS1	Contains records of all National Guard recruits whose ship date is greater than today. This data set is created every Tuesday.
NGACC.DS1	Contains records of all National Guard enlistments to date for the current fiscal year. This data set is added to every Tuesday by extracting from the National Guard Recruit file the records of those recruits whose SHIP DATE is in the time period since the last update of the SAS data sets.
NGFISC81.DS1	Contains records of all National Guard enlistments for the past fiscal year (FY81 is designated. A new data set, NGFISC82.DS1, is created at the fiscal year change.).
UVL.DS1	Contains records of all UVL vacancies and UIC information associated with these vacancies. This data set is created every Saturday by copying the UVL file.

Note: There may be more than one past fiscal year data sets in existence after a fiscal year change. For example, ARFISC81.DS1 and ARFISC82.DS1, will both exist for a time in fiscal year 83.

EDAUG83.DS1	These data sets contain the Eligible-Declined Monthly History records. A new Eligible-Declined
EDSEPT83.DS1	History data set is created each month.
EDOCT83.DS1	
EDNOV83.DS1	
EDDEC83.DS1	
EDJAN84.DS1	
EDFEB84.DS1	
RTFEB84.DS1	Contains RETAIN REQMCS statistics. This data set is created manually every month.
RQFEB84.DS1	Contains REQUEST REQMCS statistics. This data set is created manually every month.
USAGE.DS1	Contains current REQMCS data for REQUEST. It is created on Wednesdays from the live file.
USGRET.DS1	Contains current REQMCS data for RETAIN. It is created on Wednesdays from the live file.
ARCTUS.DSI	A mini data set of AARCRT.DS1–tailored for USAREC.
AARCTAMB.DS1	A mini data set of AARCRT.DS1–tailored for AMB.
AADEPUSA.DS1	A mini data set of AADEP.DS1–tailored for USAREC.

Table 20–4
SASCP data sets—Continued

Designation	Content Description
AADEPAMB.DS1	A mini data set of AADEP.DS1–tailored for AMB.
AAACCUSA.DS1	A mini data set of AAACC.DS1 tailored for USAREC.
AAACCAMB.DS1	A mini data set of AAACC.DS1 tailored for AMB.
AAACDPUS.DS1	A mini data set of the concatenation of AADEPUSA.DS1 and AAACCUSA.DS1–tailored for USAREC.
AACDPAM.DS1	A mini data set of the concatenation of AADEPAMB.DS1 and AAACCAMB.DS1–tailored for AMB.

Notes:

The files from which the data sets are created are purged according to the following schedule.

AARCRT – every six weeks
ARRCRT – quarterly
NGRCRT – quarterly
AEQMCS – monthly
WAITLIST – no schedule currently set.
AAINEL – no schedule currently set.
AAELDC – no schedule currently set.

Table 20–5
SAS PROCS (procedures) for use in the SAS programming language

CHART
CONTENTS
FREQ
MEANS
PRINT
SORT
MERGE
SUMMARY

Notes:

The list above are PROCS currently available and are documented in the SAS Institute User's Manuals.

1. SAS Introductory Guide
2. SAS Application Guide
3. SAS/Graph User's Guide
4. SAS User's Guide

Table 20–6
Batch Information

Item	Program Use or Response
$CONTROL NOPRINT	This entry is optional, if used as the FIRST line of the BATCH (file type) file on your disc, will eliminate the copy of the delayed terminal session from the printed output at your high speed printer. See paragraph 20–8(a), procedures for creating a BATCH (file type) file on your disc.
DDHHMM	This is the date and time for the BATCH scheduling mode command, BATCH 'FILENAME' AT DDHHMM. DD = day of the month. DD may be up to seven days in the future. If DD is not entered, the governing element will become HHMM, **time**. HHMM = time, hour and minutes. Time may **not** be between 2200 and 0300. This interval is reserved for system maintenance. A time entry without a day entry will cause the execution of the BATCH run at the next occurrence of the HHMM entered. If HHMM is omitted, the default time is 0400. Note: 2000 to 0800 hours are the times of low cost computer charges. When scheduling BATCH execution, take into account the time required to run each SAS job. It is recommended that jobs be scheduled an hour apart until experience with certain jobs shows you that half–hour intervals are appropriate. A job which runs beyond the time allowed prevents the next job from executing.

Table 20–6
Batch Information—Continued

Item	Program Use or Response
USERID logon	1. If your USERID is in use at the time a BATCH job execution is scheduled , the job will NOT run and the message, 'AUTOLOGON FOR HHMM FAILED – ALREADY LOGGED ON', will be printed. 2. If you try to logon while a batch job is running, the message, 'DMKLOG082E 02KXXX is NOT AVAILABLE, BATCH JOB IN PROGRESS', will appear. No logon will be permitted until the job is finished.
Computer Costs	Computer charges are discounted by approximately 50% between 8 p.m. (2000 hours) and 8 a.m. (0900 hours) and on weekends. It is advantageous to scheduled SAS jobs in these intervals: after 2000 hours to before 2200 hours, and after 0300 hours to before 0800 hours.
Data Sets	SASCP data sets are reloaded each night between 0200 and 0300 hours. Jobs run before 0200 will get today's data, jobs run after 0300 will get the new data. See Table 20–4 for the data set list and update schedule.

20–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

20–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:
ENTER PROGRAM NAME, 'LIST' OR 'OFF'

a. The user enters SASCP and depresses the carriage return key. The program is now ready to communicate with the user.

b. Each user has an individual storage disc that is activated by the sign–on code. When the user creates a SAS program (job) within the edit structure of SASCP and uses the edit subcommand FILE, the job is stored on the user's disc as a 'file' with a filename specified by the user (example: CONTENTS) and the file type designation of SAS to indicate that the programming language is SAS.

c. When the user directs SASCP to execute a job by entry of the SASCP command RUN 'FILENAME', SASCP accesses the user's disc and executes the job that is stored there under the designated filename. The run is complete when the 'SAS' prompt re–appears on the terminal.

d. Preliminary scan errors appear on the terminal during the job execution. Secondary scan errors are automatically stored on the user's disc under the file designation 'FILENAME' SASLOG.

e. Results of the job execution are automatically stored on the user's disc under the file designation 'FILENAME' LISTING.

f. Prompt (1): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Table 20–7
Appropriate user response chart

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter HELP to obtain a list of the nine SASCP command. Table 20–1 contains the SASCP command list. This list will be updated periodically, so the user should display it on the terminal occasionally to check for new information.	1
Enter HELP 'TOPICS' to obtain a current list of TOPICS.	1
Enter HELP 'TOPICNAME' to display specific details and instructions about a command or topic on the lists. See Table 20–2 for samples.	1
Enter EDIT 'NEWFILENAME' SAS to create a SAS job (program) and follow the procedures in paragraph 20–6.	2
Enter EDIT 'OLDFILENAME' 'FILETYPE' to modify a job already in existence on your disc and follow the procedures in paragraph, 20–7.	9
Enter LIST * SAS to obtain a list of the SAS job files on your disc (see table 20–1).	1
Enter TYPE 'FILENAME' 'FILETYPE' to display on the terminal the contents of a job file (e.g., TYPE CONTENT SAS), a secondary error scan (e.g., TYPE CONTENTS SASLOG), or the results of a job (e. g., TYPE CONTENTS LISTING). See sample program in figure 20–2.	1 6 7
Enter PRINT 'FILE' 'FILETYPE' 'RMTXXX' to send the contents of the designated file to the remote high speed printer associated with three digits (XXX).	1

Table 20–7
Appropriate user response chart—Continued

Steps	Next Prompt
Enter RUN 'FILENAME' TERM (or NOTERM) LONGLIST (or SHORTLIST) to execute a SAS job that exists on your disc. See Table 20–1 and 20–2 for RUN syntax details.	1 or 4
Enter ERASE 'FILENAME' 'FILETYPE' to erase all SASLOGS (secondary error scans) and SASLISTINGS (job run results) from your disc.	1
Follow the procedures in paragraph 20–8 for setting up a 'FILENAME' BATCH file on your disc in order to schedule the execution of SAS programs and print results in hours of low computer costs.	14
Enter END to terminate the SASCP program.	EXIT
2 Depress the carriage return key.	

20–6. New SAS job and job run procedures

Follow the procedures described below to create a new SAS job, to run the job, and to display the results. Figures 20–2 and 20–4 are sample SAS jobs. The SAS job with PROC CONTENTS, as illustrated in Figure 20–2, will display the variables within a data set, the type of value (numeric or character), and length of value. For specific values or ranges of value, contact KEYSTONE for the current dictionary entries. The 'NEW FILENAME' should be no longer than 8 characters, beginning with a letter. The 'FILETYPE' should be SAS.

Prompt (2): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
NEW FILE
(SASCP is now in the INPUT mode for the EDIT structure. There is no prompt.)

Table 20–8
New SAS job and job run procedures

Steps	Next Prompt
1 The user should now do the following: **Enter the job code** in SAS programming language. All SAS job statements must end with a; (semicolon).	
2 When the coding is complete, enter a null (blank) line (carriage return only) to exit from the INPUT mode of EDIT.	3

Prompt (3): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

E
(SASCP is now in the EDIT structure. See table 20–3 for EDIT subcommands.)

Steps	Next Prompt
1 The user should now do the following: **Enter FILE** to save the SAS job which you have just created on your disc.	4
2 depress the carriage return key.	

Prompt (4) SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS
(The new SAS job is filed on your disc under the designation 'FILENAME' SAS which you specified at the beginning.)
Note: Use the following procedures to execute a SAS job on–line. This is expensive! Follow the procedures in paragraph 20–8 to create a file on your disc with BATCH file type and to execute a SAS job and print results during low computer cost hours.

Steps	Next Prompt
1 The user should now do the following for on line SAS job execution. **Enter RUN 'FILENAME' TERM** (or NOTERM) LONGLST (or SHORTLST) to direct SASCP to execute the SAS job immediately. TERM and LONGLST are the default values if the entry is only RUN 'FILENAME'. See Table 20–2 for greater detail on the RUN command and Syntax options.	5
2 Depress the carriage return key.	

Table 20–8
New SAS job and job run procedures—Continued

Steps	Next Prompt

   Prompt (5): SASCP will print the following messages and information. The next prompt 'SAS' will not appear until the job execution is complete.

REQUEST/SAS RELEASE 1.x DD/MM/YY HR: MIN: SEC
FILE=FILENAME USER=UZKXXX

SASCP prints the SAS job code as it exists on the user's disc.

If any errors are detected by the preliminary scan, they are displayed during the job run. The HELP structure and Section V of this manual contain lists of possible errors and their remedies.

SAS
(The execution of the job is not complete until the SAS prompt re–appears on the terminal.)

Secondary scan errors are automatically stored on your disc under the designation NEWFILENAME SASLOG. Results are automatically stored on your disc under the designation NEWFILENAME LISTING.

The user takes no action. When job is complete:	6

   Prompt (6): SASCP will print the following prompt at the end of the SAS job execution. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

1	The user should now enter the following response: **Enter TYPE FILENAME SASLOG** to display the errors, if any, detected by the secondary scan. This procedure is optional; however, if there are no results from the next procedure (prompt #7), it should be performed to determine the cause.	7
2	Depress the carriage return key.	

   Prompt (7): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Prints any errors plus the program code, time, and memory use. The user is returned to the SAS prompt.
SAS

1	The user should now enter the following response: **Enter TYPE 'FILENAME' LISTING** to display the output of the SAS job.	8
2	Depress the carriage return key.	

   Prompt (8): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Prints the job results and returns the user to the SAS prompt.
SAS

1	The user should now enter the following response: **Enter END** to terminate the SASCP session.	EXIT
2	Depress the carriage return key.	

20–7. SAS job modification (edit) procedures

Follow the procedures below to edit the SAS job code that is on the user's disc under a particular file name designation. (example: TEST). See figure 20–3 for a sample modification of a SAS job named TEST.

Prompt (9): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

Table 20–9
SAS job modification (edit) procedures

Steps	Next Prompt
1 The user should now enter the following response: **Enter EDIT 'FILENAME' SAS** to access the SAS job on your disc. 2 Depress the carriage return key.	10

Prompt (10): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

E
(SASCP is now in the EDIT structure.)

Steps	Next Prompt

1   The user should now enter the following response:
    Enter TYPE n (n = the number of lines to be displayed on the terminal and should be large enough to print
    the SAS job code stored on the disc).
2   Depress the carriage return key.
	11

Prompt (11): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Prints the number of SAS job code lines indicated and returns to the edit prompt.
E

Note: The instructions in these steps are for line–by–line terminal users. Those with SNA terminals have access to the IBM XEDIT mode. See the IBM User's Guide for details.

Steps	Next Prompt

1   The user should now enter **one** of the following responses: Enter TOP, UPn, or DOWNn to position the
    pointer at a particular line. See table 20–3 for EDIT subcommands.
2   Test for the pointer position by entering TYPE1 and depressing the carriage return key. SASCP will print the
    line where the pointer is.
3   Enter change or deletion subcommands (see table 20–3) to modify the job code line.
4   Depress the carriage return key.
    Repeat steps 1 to 4 as necessary to complete the SAS job file editing.
	12

Prompt (12): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Prints the modified line
E

Steps	Next Prompt
1 The user should now enter the following response: **Enter FILE** to save the modified SAS job on your disc. The old job of the same name is erased. 2 Depress the carriage return key.	13

Prompt (13): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

Steps	Next Prompt

1   The user should now enter the following response:
    Enter END to terminate the SASCP session.
    See prompt #4 in paragraph 20–6 to execute the modified SAS job interactively.
    See paragraph 20–8 for batch execution procedures.
2   Depress the carriage return key.
	EXIT
	4
	14

20–8. SASCP Batch procedures

In order to use the BATCH commands, it is assumed that you have a SAS job file (example: TEST SAS) on your disc. These procedures are divided into three parts. a. contains the procedures for creating a file with the filetype of BATCH on your disc. b. contains the procedures for scheduling the execution of the commands within the BATCH file during hours of low computer costs. c. contains the procedures for querying the batch schedule and for canceling a scheduled job execution.

    a. Procedures to Create a 'FILENAME' BATCH (filetype) file:

Prompt (14): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

Table 20–10
Procedures to Create a 'FILENAME' BATCH (filetype) file

Steps	Next Prompt
1 The user should now enter the following response: **Enter EDIT 'FILENAME' BATCH**.	15
2 Depress the carriage return key.	

Prompt (15): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

NEWFILE
(no prompt) you are now in the INPUT mode of SASCP EDIT.

1 The user should now enter **one or all** of the following responses: Enter the SASCP 'RUN' and 'PRINT' command (Table 20–1), for running your SAS 'job' as you would in response to the 'SAS' prompt for on–line execution.	
1 example: RUN TEST SAS PRINT TEST SASLOG PRINT TEST LISTING PRINT TEST LISTING RMT XXX	
You may RUN and PRINT multiple SAS jobs within one BATCH (filetype) file. The RUN command will execute a SAS 'job' as if you were at the terminal. The terminal session display will be printed at your printer including the preliminary scan results. If you do not want a copy of this session, insert $CONTROL NOPRINT as the first line of your batch type file. The PRINT commands will send the results to the high–speed printer associated with your ID unless you direct them elsewhere by adding 'RMTXXX' to the print command lines.	
2 Enter a blank line (null) by pressing the return key with no input to return to the edit mode of SASCP.	16

Prompt (16): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

E

1 The user should now enter the following responses: If necessary, use the EDIT subcommands to change or modify your BATCH file. See Table 20–3 for details.	
2 Enter FILE when the file contents are your liking.	17
3 Depress the carriage return key.	

Prompt (17): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS
(You now have a BATCH (filetype) file on your disc which directs that your SAS 'job' named TEST is to be executed and the results printed.)

1 The user should now enter **one** of the following responses: Follow the procedures below paragraph 20–8b to schedule the batch execution.	18
Enter END to terminate the SASCP session.	EXIT
2 Depress the carriage return key.	

b. Procedures to schedule a SAS 'job' at low computer cost hours. Two files must exist on your disc: a SAS 'job' and a BATCH (filetype) file which directs the execution of the SAS 'job' and the printing of the results.

Example:
    TEST SAS
    MYTEST BATCH
When scheduling SAS BATCH executions, take into account the time required to run each SAS job. For single SAS jobs, one every hour is recommended until your experience tells you that certain jobs take less time. In that case, every half hour may be scheduled. If a scheduled job run takes longer than the time allowed, the following job will not be executed. If your BATCH file runs several SAS jobs, consider the time and the number of pages of output. If the limit of 5000 pages is reached, execution stops.

Prompt (18): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

Table 20–11
Procedures to schedule a SAS 'job' at low computer cost hours

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter BATCH 'FILENAME'** to direct the commands within the BATCH (filetype) file on your disc to be executed at 0400 on your USERID.	19

Enter BATCH 'FILENAME' AT 'DDHHMM' to direct that the commands within your BATCH (filetype) file be executed at another time. DD = day of the month, HH = hour, MM = minutes.
        example:
        BATCH MYTEST AT 25 0330
        BATCH is the SASCP command
        MYTEST is the name of the BATCH (file type) file on your disc.
        At 25 0330 directs the commands to be executed on the 25th day of the month at 0330 hours.
        If the day is omitted, the run will be scheduled for the next occurrence of the indicated time. If the time is omitted, the default time is 0400.
	19

2 Depress the carriage return key.	

Prompt (19): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CONFIRMING AUTOLOGON AT MM/YY (date) HHMM (time)

Note: Your USERID may NOT be logged–on while batch SAS jobs are running.
There may be a delay in this confirmation, your may proceed with your SASCP program session in the interval.
SAS

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter END** to terminate the SASCP session.	EXIT
Follow the procedures below in paragraph 20–8c to query batch scheduling or to cancel a scheduled program execution.	20

c. Procedures to query batch scheduling and to cancel a scheduled program execution.

Prompt (20): SASCP will print the following prompt. A description of appropriate user responses is provided, in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

SAS

Table 20–12
Procedures to query batch scheduling and to cancel a scheduled program execution.

Steps	Next Prompt
1 The user should now enter the following response: **Enter BATCH QUERY** to display the list of your batch jobs which are scheduled for later execution.	21
2 Depress the carriage return key.	

Prompt (21): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Displays the list of scheduled Batch jobs with the date and time of execution. The TIME is the necessary factor to know in order to cancel a scheduled batch run.
SAS

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter BATCH CANCEL 'HHMM'** (time) to cancel a scheduled batch execution.	22
Enter END to terminate the SASCP session without canceling a batch run.	EXIT
2 Depress the carriage return key.	

Prompt (22): SASCP will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

AUTOLOGON REQUEST MMDD HHMM CANCELLED.
(There may be a delay in this response. You may proceed with your SASCP session in the interval.)
SAS

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter END** to terminate this session of SASCP.	EXIT
Enter any of the SAS commands in table 20–1 to continue the SASCP session.	
2 Depress the carriage return key.	

SAS
`EDIT` `TEST`
NEW FILE
`PROC` `CONTENTS` `DATA=AAWLR.DS1;`

E `FILE`
SAS
`RUN` `TEST`
   REQUEST/SAS RELEASE 1.O   27/10/82   09:41:27   FILE=TEST   USER=UZKXXX

PROC CONTENTS DATA=AAWLR.DS1;
SAS
`TYPE` `TEST` `SASLOG`

S T A T I S T I C A L   A N A L Y S I S   S Y S T E M
ONOTE: CMS/SAS RELEASE 79.5 AT BOEING COMPUTER SERVICES (OO836).

   1   PROC CONTENTS DATA=AAWLR.DS1;

 NOTE: THE PROCEDURE CONTENTS USED O.O6 SECONDS AND 944K AND PRINTED PAGE 1.

 NOTE: SAS USED 944K MEMORY.
ONOTE: SAS INSTITUTE INC.
       SAS CIRCLE
       BOX 8OOO
       CARY, N.C. 27511

SAS
`TYPE` `TEST` `LISTING`

S T A T I S T I C A L   A N A L Y S I S   S Y S T E M
CONTENTS OF SAS DATA SET AAWLR.DS1
OBSERVATIONS=24O CREATED BY UZKO44 AT 3:15 TUESDAY, MARCH 27, 1984   BY

SAS RELEASE 79.6 LRECL=42
GENERATED BY PROC SORT
ALPHABETIC LIST OF VARIABLES
   # VARIABLES TYPE LENGTH POSITON FORMAT   INFORMAT   LABEL

   9 DES CMF   NUM   2   38
   7 DES MOS   CHAR   4   32
   2 DES RSD   NUM   4   8   DATE7.
   8 DES SC   CHAR   2   36
   5 LOCID   CHAR   4   20
   3 RECTYP   NUM   4   12
   4 RECTYPT   CHAR   4   16
   6 SOC SEC   NUM   8   24
  IO USERID   NUM   2   40
   1 WLDATE   NUM   4   4   DATE7.

SAS
`END`
ENTER YES TO KEEP ALL SASLOGS AND LISTINGS
OTHERWISE THEY WILL BE ERASED
`YES`

Figure 20–2. SASCP sample creation and execution of a new SAS job names TEST, which will display the variables in data set

```
SASCP
WELCOME TO THE REQUEST SAS SYSTEM 10/27/82 10:12:02
SAS
EDIT TEST
E TYPE2
*TOF
PROC CONTENTS DATA=NGRCRT.DS1 SHORT;
E C/SHORT;/HISTORY;/
PROC CONTENTS DATA=NGRCRT.DS1 HISTORY;
E FILE
SAS
END
```

Figure 20–3. SASCP Sample modification of existing SAS job named TEST

```
TOF*
*    THIS PROGRAM REPORTS COUNTS OF ACCESSIONS FOR A GIVEN DATE RANGE AND
*    GIVEN TYPES.  THE ACCESSIONS ARE COUNTED BY RECSTA, TYPE, SEX, AND
*    EDUCATION.
*
*•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
*
*         REPORT FOR FISCAL YEAR 82
*
*•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
DATA; SET ARFISC82.DS1; KEEP RECEPT EDUCT SXT ARTYPET;
     IF RECEPT GE INPUT('01MAY82',DATE7.) AND
        RECEPT LT INPUT('01AUG82',DATE7.) AND
        (ARTYPET EQ 'NPS' OR ARTYPET EQ 'SP1') THEN OUTPUT;
*
PROC FREQ; TABLES RECEPT*SXT*EDUCT/LIST NOCUM;
     TITLE COUNTS OF FY82 AR ACCESSIONS ;
*•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
*
*         REPORT FOR FISCAL YEAR 81
*
*•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
DATA; SET ARFISC81.DS1; KEEP RECEPT EDUCT SXT ARTYPET;
     IF RECEPT GE INPUT('01MAY82',DATE7.) AND
        RECEPT LT INPUT('01AUG82',DATE7.) AND
        (ARTYPET EQ 'NPS' OR ARTYPET EQ 'SP1') THEN OUTPUT;

PROC FREQ; TABLES RECEPT*SXT*EDUCT/LIST NOCUM;
     TITLE COUNTS OF FY81 AR ACCESSIONS ;
EOF:
E
```

Figure 20–4. SASCP Sample SAS job to compare certain enlistment types from two fiscal years for a specified date range

Section IV
Output Description

20–9. Output

SASCP provides statistical data concerning recruits based on the data sets of the current recruit files and the past fiscal year file. Depending upon the SAS PROC (procedure) selected by the user, the results can be utilized for comparison, projection and analysis of accessions. See figures 20–2 and 20–4 for SAS job samples.

20–9A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

20–10. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

```
**** TRACE BACK ****
    ENTRY POINT    ENTRY ADDRESS    RETURN ADDRESS
    XXXXXXXX         ZZZZZZZZ         ZZZZZZZZ
2. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
3. SYSTEM ERROR: INVALID XXXXX IN XXXX
         : ILLEGAL XXXXXX
         : OCCURRED IN XXX WHEN CALLING XXXX
         : IN XXXXXX WHEN RUNNING XXXXX
         : RETURNED BY XXXX
         : ERROR IN XXXX
         : XXXX NOT FOUND
         : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
         : PLEASE CALL KEYSTONE BRANCH
4. ERROR: READING XXXXX
         : INVALID XXXX INDICATOR IN SUBROUTINE XX
         : XXX NOT FOUND ON XXXX FILE
         : XXXXX ERROR–SUBROUTINE XXXXXX
         : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
         : ILLEGAL XXXX PASSED TO XXXXXX
         : BAD XXXX IN XXXXXX
         : IN XXXXX – X   XXXXX
         : CANNOT FIND XXXX ON XXXXXX
5. FATAL ERROR – XXXXXX
6. SIOXX ERROR: XXXXXX
7. INVALID XXXXX IN SIOXX
8. INVALID VALUE FOR XXXXX IN XXXXXX
9. BAD RETURN FROM XXXX IN XXXXXX
10. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
11. UNABLE TO GET DATA FROM XXXXXX
         VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
12. VSAM ERROR = XXXX ON LUN XXX
```

13. VMCF ERROR = XXXXXX FOR LUN XXX
14. NO SINK AVAILABLE FOR LUN XXX
15. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
16. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
17. LOGIC ERROR: XXXXXX XXXXX
18. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXXX FOR COMPONENT (XXXX)
19. THIS OPTION NOT AVAILABLE AT THIS TIME
     ACTION IS XXXX
20. NO XXXXXX FOUND IN XXXXX
21. XXXXXX RECEIVED BY XXXX IS INCORRECT
22. $CTS ERROR IN XXXX ROUTINE

20–11. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Note. This list pertains to the preliminary scan of a SAS job run. The messages are printed on the terminal during job execution. The number of each message is unique to this scan and differs from the SAS errors contained in a SASLOG printout which must be located in a SAS Institute User's Guide.

Table 20–13
Operation Errors

MESSAGE: 110 STATEMENT NOT AUTHORIZED

ACTION: The program uses a statement that is not authorized for your USERID. Do not use the statement, or contact the KEYSTONE Branch.

MESSAGE: 120 TEMPORARY DATASETS NOT AUTHORIZED

ACTION: You are trying to create a temporary dataset and your USERID is not authorized to create temporary datasets. Do not create the dataset, or contact the KEYSTONE Branch.

MESSAGE: 130 CREATION OF PERMANENT DATASETS NOT AUTHORIZED

ACTION: You are trying to create a permanent dataset (i.e., a dataset with a two level name like 'MYDATA.FILE') and your USERID is not authorized to create permanent datasets. Do not create permanent datasets, or contact the KEYSTONE Branch.

MESSAGE: 140 MISUSE OF RESERVED DATABASE NAME

ACTION: You are trying to create a permanent dataset with the same database name as one of the common datasets. Use another name.

MESSAGE: 150 PROC NAME IS MISSING OR INVALID

ACTION: The PROC name was missing from a PROC statement. Put the PROC name into the PROC statement.

MESSAGE: 160 PROC IS NOT AUTHORIZED

ACTION: You specified a PROC that is not authorized for your USERID. Use another PROC, or contact the KEYSTONE Branch.

MESSAGE: 170 NO DATASET SPECIFIED

ACTION: No dataset was specified after the 'DATE=' option in a PROC statement. Specify a dataset.

MESSAGE: 200 DATASET NOT AUTHORIZED

ACTION: You are trying to use a data set that is not authorized for your user ID.
Use another dataset, or contact the KEYSTONE Branch.

MESSAGE: 210 STATEMENT DOES NOT END WITH A SEMICOLON

ACTION: You have forgotten to end a statement with a semicolon. Use a semicolon.

MESSAGE: 250 INVALID CHARACTER

ACTION: An invalid character has been found. The valid characters for SAS names are the letters A to Z, numerals 0 to 9, and the underscore ____. Remove the invalid character.

MESSAGE: ACTION 260 UNBALANCED PARENTHESES

ACTION: The number of right parentheses does not equal the number of left parentheses. Correct the parentheses.

MESSAGE: 270 DATASET NAME LONGER THAN 16 CHARACTERS

ACTION: You have used a dataset name longer than 16 characters. Use a shorter name.

MESSAGE: 999 MAXIMUM NUMBER OF ERRORS HAS BEEN REACHED

ACTION: Diagnostics are generated only for the first 100 errors per job. Correct the first 100 errors and run the program again. The remaining errors will now appear.

Table 20–13
Operation Errors—Continued

MESSAGE: COMMAND IS NOT ALLOWED WHEN OPERATING IN THIS ENVIRONMENT.

ACTION: None – The user is in the IBM XEDIT mode within SASCP on an SNA terminal. The following commands are restricted: CMS, CP, HELP, FYTYPE, XEDIT, and QUERY. Editing commands only are allowed.

Chapter 21
RPREPORT Program

Section I
Program Summary

21–1. Purpose
The RPREPORT program reports Army Reserve and National Guard recruit enlistment and training data by user–designated Reception Station date and location ID.

21–2. Applicability
The RPREPORT program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. TRADOC,
  c. Accessions Management Branch,
  d. USAR Guidance Counselors/Recruiting Battalions,
  e. OCAR/FORSCOM/CONUSA,
  f. Recruiting Brigades,
  g. National Guard Bureau, and
  h. USAREC.

21–3. Options
RPREPORT provides the user with the following options which are governed by the location ID and access code of the user. These options enable the user to set parameters for the report in respect to time (date) and area (location). The user will see only those prompts which pertain to the user's particular location ID and/or access.
  a. The time parameter is set by the user–specified Reception Station date.
  b. This is the only option available to the field user.
  c. The Select(s)option enables a management user to report from one to twelve specific locations within a larger area.
  d. Management users have the additional option of choosing a particular Army or Brigade (also referred to as Regional Recruiting Commands to be reported. The specific codes are listed in paragraph 21–4 below.

Section II
Input Requirements

21–4. Data Items
RPREPORT requires the user to enter the items described below. Field users enter only the first item. Other users will enter data appropriate to the data input prompts which will vary according to the LOCID and access status of the user. All codes less than ten must be entered with the preceding zero.

(1) Reception Station date. Enter the date desired in DD/MM/YY format, including the slashes. Only a Monday date is valid and therefore accepted. The program reports data for only that specific date.
(2) Enter S to restrict the report to one to twelve LOCIDS within the user's range of access.
(3) Enter A to report data for all LOCIDs.
(4) Enter the appropriate two digit code to report recruits within a particular MUSARC.
(5) Enter the appropriate seven character code to report recruits within a particular GOCOM or UIC.
(6) Enter the appropriate two character code to report recruits within a particular Battalion (also referred to as District Recruiting Command).
(7) Management users with total access use the following codes to report all LOCIDs with a particular CONUSA or Brigade (also referred to as Regional Recruiting Command).

CONUSA CODE	ARMY
01	1st Army
02	2nd Army
03	3rd Army
04	4th Army
05	5th Army
06	6th Army
07	Western Command
08	Alaska
09	Reserve Europe

CODE	BRIGADE
01	NERRC
03	SERRC
04	SWRRC
05	MWRRC
06	WRRC

21–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

21–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPREPORT and depresses the carriage return key. The program is now ready to communicate with the user. Field users will see only the first prompt. Other users will see additional prompts determined by the user's location and/or access. Figure 21–1 is a sample execution and report.

21–6. Procedures

Follow the procedures described below to receive a report of Army Reserve and National Guard recruits by Reception Station date and selected LOCID.

Table 21–1A
Procedures to receive a report of Army Reserve and National Guard recruits by Reception Station date and selected LOCID

RPREPORT: ENTER RECEPTION STATION DATE (MONDAY)
USER:
1. Enter the Reception Station date desired, making sure the date is a Monday. Use the DD/MM/YY format with the slashes.
2. Depress the carriage return key.
    a. Field users. RPREPORT prints the report and terminates the program.
    b. Other users. Proceed to the next prompt.

USER:
(The user will see one of the following prompts.)
LOCATION ID INPUT –
  HIERARCHY SELECTION
ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):
(KEYSTONE)
LOCATION ID INPUT –
(FORSCOM, CONUSA, MUSARC, USAREC, GOCOM, UIC, Brigade, Battalion, National Guard)

USER:
(Only KEYSTONE users must respond to this prompt.)

Table 21–1A
Procedures to receive a report of Army Reserve and National Guard recruits by Reception Station date and selected LOCID—Continued

1. Enter F and depress the carriage return key to access FORSCOM information.
2. Enter U and depress the carriage return key to access USAREC information.
3. Enter N and depress the carriage return key to access National Guard information.
4. Enter E and depress the carriage return key to terminate the program.

USER:
(The user will see one of the following prompts)
ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(FORSCOM)
ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(CONUSA)
ENTER ALL (A), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(MUSARC)
ENTER ALL (A), UIC (U), SELECT (S), 0R END (E):
(GOCOM)
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (s), OR END (E):
(USAREC)
ENTER ALL (A), BATTALION (T), SELECT (S), OR END (E).
(Brigade)
ENTER ALL (A), SELECT (S), OR END (E):
(Battalion, National Guard)

USER:
1. Enter A and depress the carriage return key to report all recruits at all locations within the user's access area and previously specified Reception Station date. RPREPORT prints the report or an information message and terminates the program.
2. Enter C, G, M, R, T, or U and depress the carriage return key. Proceed to the next prompt to indicate the desired code.
3. Enter S and depress the carriage return key to limit the report to from one to 12 specific locations. Skip the next prompt.
4. Enter E and depress the carriage return key. RPREPORT terminates the program.

USER:
(Depending upon the entry made in the prompt above, the user will see one of the following prompts)
Entry
C   ENTER CONUSA CODE (1–9) OR END (E):
M   ENTER MUSARC CODE (1–99) OR END (E):
G   ENTER GOCOM CODE OR END (E):
U   ENTER UIC CODE OR END (E):
R   ENTER BRIGADE CODE OR END (E):
T   ENTER BATTALION CODE OR END (E):

USER:
1. Enter the specific identification code as specified in paragraph 21–4 and depress the carriage return key to obtain a report of all recruits within the particular Army or Brigade (also referred to as Region) for the Reception Station date specified. All numbers less than ten must be preceded by a zero. RPREPORT prints the report or an information message and terminates the program.
2. Enter E and depress the carriage return key. The user will be returned to the last prompt received.

RPREPORT:
ENTER LOCIDS BETWEEN THE SLASHES
/ / / / / / / / / / / /
USER:
1. Enter the specific identification codes for the locations to be reported. Up to 12 location codes may be entered.
2. Depress the carriage return key.

RPREPORT: ENTER MORE LOCIDS (Y) OR (N)?
USER:
1. Enter Y to enter more identification codes, depress the carriage return key and return to the previous prompt. Do not repeat the previously entered identification codes.
2. Enter N and depress the carriage return key to indicate that no more locations are to be reported.

RPREPORT: Prints the report or an information message and
              terminates the program. See figure 21-1 for a sample
              report.

ENTER RECEPTION STATION DATE (MONDAY) `08/02/82`
LOCATION ID INPUT-

ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S) OR END (E): `C`

ENTER MUSARC CODE (1-99) OR END(E): `01`

PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

RESERVATIONS FOR LOCATION ID 3

```
SOC SEC* / NAME                                  / SX  / MOS  / AIT DATE / AIT LOC  /
484342417  XXXXXXX XXXX                            F    31N1
REC ID   / ENLIST   / ORDER NO / BT DATE  /  BT LOC   / SHIP DAT    / PRE MOS /
6347       21/08/82               12/02/82    JACKSON    30/10/84
AITDATE2 /AIT LOC2 /

SOC SEC* / NAME                                  / SX  / MOS  /  AIT DATE / AIT LOC  /
584585637  XXXXXX  XXXXXX                          M    36K1    12/02/82    GORDON
REC ID   / ENLIST   / ORDER NO  / BT DATE /  BT LOC  /  SHIP DAT   / PRE MOS /
3197       23/10/80                                      14/11/84
AITDATE2 /AIT LOC2  /
```

Figure 21-1. RPREPORT management users execution and report sample

---

ENTER RECEPTION STATION DATE (MONDAY) `8/2/82`

PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

```
SOC SEC* / NAME                                  / SX  / MOS  / AIT DATE / AIT LOC  /
275527293  XXXX   XXXXX  X                         M    12C1
REC ID   / ENLIST   / ORDER NO / BT DATE  /  BT LOC   / SHIP DAT    / PRE MOS /
563948091  05/08/82                                     30/10/84
AITDATE2 /AIT LOC2 /

SOC SEC* / NAME                                  / SX  / MOS  /  AIT DATE / AIT LOC  /
334907674  XXXXX  XXXX                             M    12B1
REC ID    / ENLIST   / ORDER NO  / BT DATE /  BT LOC   /  SHIP DAT   / PRE MOS /
266627536  05/08/82                                       05/11/84
AITDATE2 /AIT LOC2  /
```

Figure 21-2. RPREPORT field users execution and report sample

Section IV
Output Description

21–7. Output
RPREPORT provides the user with a report of Army Reserve and National Guard recruits by Reception Station dates. Figures 21–1 and 21–2 are sample executions and reports. Table 21–1 contains a description of the reported data items.

Note. The current capability of the system enables management to alter the content and format of the RPREPORT report at any time. Therefore, figures 21–1 and 21–2 are sample reports only and table 21–1 may have output data items added to or deleted from it.

Table 21–1B
RPREPORT output data items

Field Name	Field Label	Content Description
Social security number	SOC SEC #	The recruit's nine–digit social security number.
Name	NAME	The recruit's name.
Sex	SX	M = male; F = female.
MOS code	MOS	The Military Occupational Specialty code
Basic Training date	BT DATE	The recruit's scheduled basic training starting date in DD/MM/YY format.
Basic Training location	BT LOC	The recruit's Basic Training location.
Basic Training Ship Date	SHIP DATE	The recruit's scheduled basic training ship date in DD/MM/YY format.
Recruiter's identification number	REC ID	The recruiter's nine–digit identification number.
Enlistment date	ENLIST	The date on which the recruit enlisted in DD/MM/YY format.
Order number	ORDER NO	The number on the enlistee's published orders.
AIT date	AIT DATE	The recruiter's scheduled Advanced Individual Training date.
AIT location	AIT LOC	The recruit's Advanced Individual Training location.
Prerequisite MOS code	PRE MOS	The prerequisite MOS code, if any.
Prerequisite AIT date	AITDATE2	The prerequisite scheduled AIT date, if any.
Prerequisite AIT location	AIT LOC2	The prerequisite AIT location, if any.

21–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

21–8. System Errors
The following is a representative list of possible system errors. If any of these error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATI VE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   *ZZZZZZZZ*   *ZZZZZZZZ*
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = *ZZZZZZZZ, ZZZZZZZZ*

```
      RECORD TYPE = XXX
      SPARE VARIABLE X = XXXXXX
      CALL KEYSTONE BRANCH
 5. SYSTEM ERROR: INVALID XXXXX IN XXXX
         : ILLEGAL XXXXXX
         : OCCURRED IN XXX WHEN CALLING XXXX
         : IN XXXXXX WHEN RUNNING XXXXX
         : RETURNED BY XXXX
         : ERROR IN XXXX
         : XXXX NOT FOUND
         : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
         : PLEASE CALL KEYSTONE BRANCH
 6. ERROR: READING XXXXX
         : INVALID XXXX INDICATOR IN SUBROUTINE XX
         : XXX NOT FOUND ON XXXX FILE
         : XXXXX ERROR–SUBROUTINE XXXXXX
         : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
         : ILLEGAL XXXX PASSED TO XXXXXX
         : BAD XXXX IN XXXXXX
         : IN XXXXX – X  XXXXX
         : CANNOT FIND XXXX ON XXXXXX
 7. FATAL ERROR – XXXXXX
 8. SIOXX ERROR: XXXXXX
 9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
         VALIDATING XXXXXX IN XXXXXX
         READING XXXXXXX
         IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
         VALIDATE XXXX – X  XXXXX
         DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX  XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE
```

21–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 21–2
List of possible operation error messages and the corrective action to be taken for each

---

MESSAGE: INVALID RESPONSE

ACTION: The user has not made an appropriate response to a prompt. The prompt will be repeated. Enter a valid response from the choices given in the prompt.

MESSAGE: YOU DO NOT HAVE ACCESS TO LOCID XX

ACTION: The user is not authorized to access information concerning the indicated location ID. Program is terminated. Check location ID and begin again.

MESSAGE: CHARACTER UNDER SLASH, Re–enter LINE.

ACTION: The user has not entered the location ID's between the slashes. Re–enter the line.

MESSAGE: LOCID: XX NOT FOUND ON LOCID FILE. PROGRAM TERMINATED.

ACTION: The user has not used a valid location ID. Check the location ID and begin again.

MESSAGE: DATE MUST BE MON, XX/XX/XX IS XXXX ENTER RECEPTION STATION DATE (MONDAY)
ACTION: The user has not used a Monday date. Re–enter a valid date.

MESSAGE: INVALID CODE
ACTION: The user has not made an appropriate response to a prompt. The prompt will be repeated. Enter a valid response from the choices given in the prompt.

Chapter 22
RPCANCL1 Program

Section I
Program Summary

22–1. Purpose
The RPCANCL1 program reports Army Reserve and National Guard cancellation records, or those records for a user–specified location identification (LOCID).

22–2. Applicability
The RPCANCL1 program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accession Management Branch
  c. FORSCOM
  d. CONUSA
  e. ARCOM
  f. NGB

22–3. Options
RPCANCL1 enables the user to report total or non–total cancellation records for the National Guard, Army Reserve, both components, or a specific location ID.

Section II
Input Requirements

22–4. Data Items
RPCANCL1 requires the user to enter only the component for which cancellation records are required, or a valid location ID.

22–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

22–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

    ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPCANCL1 and depresses the carriage return key. The program is now ready to communicate with the user.

22–6. Procedures
Follow the procedures described below to operate the RPCANCL1 program. Refer to Figure 22–1 for a sample output.

Table 22–1A
procedures to operate the RPCANCL1 program

RPCANCL1: ENTER ARSV, NGRD, BOTH, A LOCID, OR END:

USER: 1. Enter NGRD for National Guard cancellation records.

2. Enter ARSV for Army Reserve cancellation records.

3. Enter BOTH for the records of both components.

4. Enter a valid LOCID for the totals for the specified LOCID. The next prompt will then be skipped.

5. Depress the carriage return key.

RPCANCL1: TOTAL ONLY? (Y OR N)

USER: 1. Enter Y to access the totals for the specified component or LOCID.

2. Enter N to have the totals displayed for each LOCID within the specified component.

3. Depress the carriage return key.

RPCANCL1: Prints the desired data then displays the original prompt.
ENTER ARSV, NGRD, BOTH, A LOCID, OR END:

USER: 1. Select another option to continue reporting or enter END to exit.

2. Depress the carriage return key.

```
ENTER ARSV, NGRD, BOTH, A LOCID, OR END
NGRD
TOTALS ONLY:  (Y OR N)
Y

                               --TOTAL--
                               REASON
         C1   C2   C3   C4   C5   C6   C7   C8   C9  C10  C11  C12  C13  TOTAL
 DAY      0    0    0    0    1    0    0    0    0    0    0    0    0      1
MONTH     0    0    1    0    6    0    0    0    0    0    0    5    0     12
 YEAR   806 1136 2071   95  775 1206   90   47   69  215  589 3369   70  10538
ENTER ARSV. NGRD, BOTH, A LOCID  OR END:

MD

                             --OTAG MD ARNG--
                               REASON
         C1   C2   C3   C4   C5   C6   C7   C8   C9  C10  C11  C12  C13  TOTAL
 DAY      0    0    0    0    0    0    0    0    0    0    0    0    0      0
MONTH     0    0    0    0    0    0    0    0    0    0    0    0    0      0
 YEAR     9    6   39    3   16   89   10   20   31   36   13   37    1    310
ENTER ARSV  NGRD, BOTH, A LOCID, OR END:
END
```

Figure 22–1. Sample RPCANCL1 output

Section IV
Output Description

22–7. Output

RPCANCL1 provides day–to–the–moment, month–to–date, and year–to–date cancellation totals. RPCANCL1 will list this data for a specific LOCID, all LOCIDs within the National Guard, and Army Reserve or separately for each component.

Reports are totaled for the day, month and year and for each of the cancellation code categories listed in Table 22–1 below.

Table 22–1B
RPCANCL1 output description

Field Label	Reason for Cancellation
C1	Declined enlistment.
C2	Police record.
C3	Medical disqualification.
C4	Joined other component.
C5	Changed MOS.
C6	Changed start date.
C7	Fraudulent entry.
C8	Double allocation.
C9	TRADOC discharge.
C10	Unqualified.
C11	No show.
C12	Other reasons.
C13	Conflicting civilian employment.

22–7A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

22–8. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X XXXXX

: CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
   VALIDATE XXXX – X   XXXXX
   DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. BCTS ERROR IN XXXX ROUTINE

22–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 22–2
Operation Errors

MESSAGE: 'LOCATION ID NOT FOUND'
'LOCID XXXX NOT ON REPACTIVITY FILE'
ACTION: Both messages indicate conditions wherein the record sought by the user cannot be found. Verify the data and enter it again.

Chapter 23
RPCANCL2 Program

Section I
Program Summary

23–1. Purpose

The RPCANCL2 program is used to report cancellation records for a user–specified social security number, or a specific cancellation date and location identification.

23–2. Applicability

The RPCANCL2 program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. Accession Management Branch,
  c. FORSCOM,
  d. CONUSA, and
  e. MUSARC.

23–3. Functions

RPCANCL2 has a single function, to report cancellation records.

23–4. Options

RPCANCL2 provides the user with the following options:

1. The user may report all cancellation records.
2. The user may report the cancellation record and reason for cancellation of a single social security number.
3. The user may report cancellation records by cancellation reason code, for a specified date range.
4. The user may report all cancellation records for a specified location ID.

Section II
Input Requirements

23–5. Data Items
RPCANCL2 requires the user to enter the items described below in table 23–1.

Table 23–1
RPCANCL2 input data items

Field Name	Field Label	Valid Values
Social security number	S	Enter the valid social security number without slashes.
Brigade	Brigade	Enter the one–digit Brigade code.
Battalion	Battalion	Enter the two–character Battalion code.
Location ID	LOCID	Enter a valid LOCID.
Continental United States Army	CONUSA	Enter the one–digit CONUSA code.
MUSARC	MUSARC	Enter the two–digit MUSARC code.
GOCOM	GOCOM	Enter the seven–character GOCOM code.
UIC	UIC	Enter the seven–character UIC code.

23–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

23–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPCANCL2 and depresses the carriage return key. The program is now ready to communicate with the user.

23–7. Procedures
Follow the procedures described below to execute the RPCANCL2 report. Refer to figures 23–1 and 23–2 for sample outputs.

Table 23–2
Procedures to execute the RPCANCL2 report

USER: (The user will see one of the following prompts.)

LOCATION ID INPUT–
  HIERARCHY SELECTION
ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):
(KEYSTONE)
LOCATION ID INPUT –
(FORSCOM, CONUSA, MUSARC, USAREC, GOCOM, UIC, Brigade, Battalion, National Guard)

USER:
(Only KEYSTONE users must respond to this prompt.)
1. Enter F and depress the carriage return key to access FORSCOM information.
2. Enter U and depress the carriage return key to access USAREC information.

Table 23–2
Procedures to execute the RPCANCL2 report—Continued

3. Enter N and depress the carriage return key to access National Guard information.
4. Enter E and depress the carriage return key to terminate the program.

USER:
(The user will see one of the following prompts)
ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(FORSCOM)
ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(CONUSA)
ENTER ALL (A), GOCOM (G), UIC (u), SELECT (S), OR END (E):
(MUSARC)
ENTER ALL (A), UIC (U), SELECT (S), OR END (E):
(GOCOM)
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (S), OR END (E):
(USAREC)
ENTER ALL (A), BATTALION (T), SELECT (S), OR END (E):
(Brigade)
ENTER ALL (A), SELECT (S), OR END (E):
(Battalion, National Guard)

USER:
1. Enter A and depress the carriage return key to report all recruits at all locations within the user's access area and previously specified Reception Station date.
RPCANCL2 prints the report or an information message and terminates the program.
2. Enter C, G, M, R, T, or U and depress the carriage return key. Proceed to the next prompt to indicate the desired code.
3. Enter S and depress the carriage return key to limit the report to from one to 12 specific locations. Skip the next prompt.
4. Enter E: and depress the carriage return key.
   RPCANCL2 terminates the program.

USER:
(Depending upon the entry made in the prompt above, the user wi1l see one of the following prompts)
Entry
C ENTER CONUSA CODE (1–9) OR END (E):
M ENTER MUSARC CODE (1–99) OR END (E):
G ENTER GOCOM CODE OR END (E):
U ENTER UIC CODE OR END (E):
R ENTER BRIGADE CODE OR END (E):
T ENTER BATTALION CODE OR END (E):

USER:
1. Enter the specific identification code as specified in paragraph 49–4 and depress the carriage return key to obtain a report of all recruits within the particular Army or Brigade (also referred to as Region) for the Reception Station date specified. All numbers less than ten must be preceded by a zero. RPCANCL2 prints the report or an information message and terminates the program.
2. Enter E and depress the carriage return key. The user will be returned to the last, prompt received.
RPCANCL2:
ENTER LOCIDS BETWEEN THE SLASHES
/ / / / / / / / / / / /

USER:
1. Enter the specific identification codes for the locations to be reported. Up to 12 location codes may be entered.
2. Depress the carriage return key.
RPCANCL2: ENTER MORE LOCIDS(Y) OR (N)?

USER:
1. Enter Y to enter more identification codes, depress the carriage return key and return to the previous prompt. Do not repeat the previously entered identification codes.
2. Enter N and depress the carriage return key to indicate that no more locations are to be reported.
RPCANCL2: SEARCH BY SOC SEC NO(S), LIST(L) OR END(E)?

USER:
1. For the record of a specific social security number, enter S.
2. For a list of cancellation reason codes, enter L.

Table 23–2
Procedures to execute the RPCANCL2 report—Continued

3. To exit, enter E.
4. Depress the carriage return key.

---

a. Follow the procedures below to obtain the cancellation report for a specific social security number. A sample output is seen in figure 23–1.

Table 23–3
Procedures to obtain the cancellation report for a specific social security number

RPCANCL2: If S was entered the program displays:
ENTER SOC SEC NO OR END(E)?
USER:
1. Enter the social security number desired.
2. Enter E, to exit.
3. Depress the carriage return key.

RPCANCL2: If a social security number was entered the program prints the desired report and exits.

```
LOCATION ID INPUT
HIERARCHY SELECTION

ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):  F
ENTER ALL(A), CONUSA(C), MUSARC(M), GOCOM(G), UIC(U), SELECT(S), OR END(E): (M)
ENTER MUSARC CODE (01-99) OR END (E):  43

SEARCH BY SOC SEC NO(S), LIST(L) OR END(E)?
S

ENTER SOC SEC NO OR END(E)?
555555555
                    CANCELLATION REPORT BY SOC SEC NO.

                    CANCELLATION FOR LOCID 22

SOC SEC# /   NAME                              / MOS / AIT DATE / SX / RESERV   /
555555555    KURTZ ALLEN O                       12B1  21/01/83    M   27/12/82
REP REAS          /
POLICE RECORD
```

Figure 23–1. Sample cancellation report for a specified social security number

---

b. Follow the procedures below to report records by cancellation reason code. Figure 23–2 shows a sample output.

Table 23–4
Procedures to report records by cancellation reason code

RPCANCL2: BEGIN CANCEL DATE/END CANCEL DATE
USER: Enter the desired date range in DD/MM/YY format, with the earliest date to be displayed to the left of the slash and the end date to the right of the slash, then depress the carriage return key.

RPCANCL2: DISPLAY CANCELLATION CODES (Y) OR (N)?

Table 23–4
Procedures to report records by cancellation reason code—Continued

USER:

1. For a list of cancellation reason codes, enter Y.

If user does not require the list, enter N.

Depress the carriage return key.

RPCANCL2: If Y was entered the program displays

USER:

CANCELLATION REASON CODES

****

1	DECLINED ENL
2	POLICE RECORD
3	MEDICAL DISQUAL
4	JOINED OTHR COMP
5	CHANGED MOS
6	CHANGE STARTDATE
7	FRAUDULENT ENL
8	DOUBLE ALLOCATN
9	TRADOC DISCHARG
10	UNQUALIFIED
11	NO SHOW
12	OTHER REASONS
13	CONFLCT CIV EMP

****

ENTER CANCEL CODE OR ALL

RPCANCL2:

1. If all records for one or more specific cancellation reasons are sought, enter the desired code number(s).

If all cancellation records are desired, enter all.

Depress the carriage return key.

USER: Displays the desired records as shown in figure 23–2, then prints

END OF CANCELLATION REPORT

```
BEGIN CANCEL DATE/END CANCEL DATE
01/01/83                  01/04/84


DISPLAY CANCELLATION CODES (Y) OR (N)?
N


ENTER CANCEL CODE OR ALL
2
                CANCELLATIONS FOR LOCID 30

SOC SEC# /  NAME                          / MOS / AIT DATE / SX / RESERV    /
111111111   TOBRES, EDWARD                  63W1  20/05/83    M   30/12/83
REP REAS        /
POLICE RECORD


SOC SEC# /  NAME                          / MOS / AIT DATE / SX / RESERV    /
111111111   TOBRES, EDWARD                  76V1  04/03/83    M   15/10/83
REP REAS        /
POLICE RECORD

                **END OF CANCELLATION REPORT**
```

Figure 23–2. Sample report output for a specified date range and reason code

Section IV
Output Description

23–8. Output
RPCANCL2 provides the name, social security number, MOS, sex, AIT date, reservation date, location ID, and reason for cancellation for each person who cancelled a reservation within the location ID and specified date range.

23–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

23–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ

```
        RECORD TYPE = XXX
        SPARE VARIABLE X = XXXXXX
        CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
            : ILLEGAL XXXXXX
            : OCCURRED IN XXX WHEN CALLING XXXX
            : IN XXXXXX WHEN RUNNING XXXXX
            : RETURNED BY XXXX
            : ERROR IN XXXX
            : XXXX NOT FOUND
            : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
            : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
            : INVALID XXXX INDICATOR IN SUBROUTINE XX
            : XXX NOT FOUND ON XXXX FILE
            : XXXXX ERROR–SUBROUTINE XXXXXX
            : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
            : ILLEGAL XXXX PASSED TO XXXXXX
            : IN XXXXX – X   XXXXX
            : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE
```

23–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 23–5
Operation Errors

MESSAGE:
'INVALID DATE'
'INVALID CANCEL CODE'
'CODE INVALID, Re–enter'
'XXXX IS AN INVALID LOCID'
'INVALID RESPONSE'
'ERROR: THE FOLLOWING LINE IS NOT A VALID ENTRY'

ACTION: The above messages all refer to errors made by the user in entering data or in leaving required fields blank. Verify the data and Re–enter it in the proper format.

MESSAGE: 'END CANCEL DATE IS BEFORE START CANCEL DATE, Re–enter'

Table 23–5
Operation Errors—Continued

ACTION: Either the dates have been reversed, or an invalid start date has been used. Verify the desired start date and Re–enter the date under START CANCEL DATE.

MESSAGE: 'CHARACTER UNDER SLASH, Re–enter LINE'
ACTION: The above message refers to entries which are to be made between slashes, rather than on a slash. Re–enter the entire line typing the entry directly between the slash marks.

MESSAGE: NO CANCELLATIONS FOUND BETWEEN DD/MM/YY AND DD/MM/YY
ACTION: The date range requested contains no cancellation records. Verify the date range and Re–enter the data.

Chapter 24
RPMANAGE PL

Section I
Program Summary

24–1. Purpose
The RPMANAGE program provides the user with the REP usage report, which prints the number of cancellations, reservations, and lookups made for specified LOCIDs. It also provides total figures for these categories, if requested.

24–2. Applicability
The RPMANAGE program is accessed by the following user groups:
  a. Accession Management Branch,
  b. OCAR,
  c. NG Bureau,
  d. FORSCOM/CONUSA.
  e. Recruiting Brigades, and
  f. Recruiting Battalions.

24–3. Options
RPMANAGE provides the user with the option of choosing to get data from a specified LOCID, all LOCIDs, all National Guard LOCIDs, all Army Reserve LOCIDs, all In–service recruiter LOCIDs, or all MUSARC transfer agent LOCIDs.
RPMANAGE also allows the user the option of having or not having a batch job and of receiving a full report (both individual LOCID numbers and total figures) if all LOCIDs, National Guard, Army Reserve, In–service recruiter, or MUSARC transfer agent LOCIDs are specified, or receiving a report which prints the total figures only for the specified LOCIDs.

Section II
Input Requirements

24–4. Data Items
RPMANAGE requires the user to enter only those locations for which reports are required.

24–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

24–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

   ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPMANAGE and depresses the carriage return key. The program is now ready to communicate with the user.

24–6. Procedures

Follow the procedures described below to execute the RPMANAGE program.

Table 24–1A
Procedures to execute the RPMANAGE program

RPMANAGE: ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END
USER:
1. **Enter the required LOCID**. Skip the next two prompts.
Enter ALL, NG, AR, ISR, or MTA for all LOCIDs of the specified type.
Enter E to terminate the program.
2. Depress the carriage return key.

a. If ALL, NG, AR, ISR, or MTA was entered, follow the procedures below.

Table 24–1B
Procedures to execute the RPMANAGE program

RPMANAGE:
FULL REPORT (F) OR TOTALS (T)?
USER:
1. **Enter F** to receive a full report with totals.
   Enter T to receive only the total figures.
2. Depress the carriage return key.

RPMANAGE: BATCH? (Y or N)
USER:
1. Enter Y unless the report is required immediately.
2. Enter N to run the report immediately.
3. Depress the carriage return key.

RPMANAGE: Prints the report or sends it to batch. If 'ALL' was chosen, RPMANAGE terminates the program; all other choices return to the initial procedures prompt. See figures 24–2 through 24–7.

If a full report was specified:

RPMANAGE:

```
LOCATION  CURRENT DAY  MONTH–TO–DATE    FY–TO–DATE  PAST  FY  TOTAL
          CNL RES LKP  CNL RES LKP    CNL RES LKP CNL    RES   LKP
XXXXXX      X   X   X    X   X   X   X   XXX XXX XXX XXX    XXX XXXX

TOTAL      CNL:  X    CNL:  XX     CNL:  X
           RES:  X     RES:  X    RES:  XX
           LKP:  X    LKP:  XX    LKP:  X
```

If a total report was specified:

```
TOTAL     CNL:  X    CNL:  X     CNL:  XX
          RES:  XX    RES:  X    RES:  X
          LKP:  X    LKP:  XX   LKP:  XX
```

b. If a LOCID was entered rather than ALL, NG, AR, ISR, or MTA, the program immediately prints the report.

```
RPMANAGE:     LOCATION  CURRENT DAY  MONTH-TO-DATE   FY-TO-DATE   PAST  FY   TOTAL
                        CNL RES LKP  CNL RES LKP     CNL RES LKP  CNL   RES  LKP
              XXXXX      X   XX  X    X   X   X       XX  XX  XX   XX   XXX  XXXX


ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
ALL
FULL REPORT (F) OR TOTALS (T)?
T
BATCH? (Y OR N)  N

LOCATION      CURRENT DAY      MONTH-TO-DATE     FY-TO-DATE      PAST  FY   TOTAL

T O T A L      CNL:    1        CNL:    10       CNL:   21960     CNL:    22372
               RES:    1        RES:     5       RES:   27865     RES:    93594
               LKP:    4        LKP:    46       LKP:   58299     LKP:   277975
```

Figure 24–1. RPMANAGE sample totals only report

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
12
LOCATION      CURRENT DAY     MONTH-TO-DATE      FY-TO-DATE      PAST  FY   TOTAL
              CNL RES LKP     CNL  RES  LKP      CNL RES LKP     CNL   RES  LKP
SAN ANTONIO    1   0   4       1    0    4       114 134 333      97   451  2030
```

Figure 24–2. RPMANAGE sample LOCID report

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
ALL
FULL REPORT (F) OR TOTALS (T)?
F
BATCH? (Y OR N)  N
```

LOCATION	CURRENT DAY			MONTH-TO-DATE			FY-TO-DATE			PAST FY		TOTAL
	CNL	RES	LKP	CNL	RES	LKP	CNL	RES	LKP	CNL	RES	LKP
OTAG AL ARNG	0	0	0	0	0	0	299	561	583	306	2469	3123
TAG AK-AFEES	0	0	0	0	0	0	116	79	80	111	201	520
ALB AFEES NY	0	0	0	0	0	0	49	136	199	46	533	1024
SEA AFEES:AK	0	0	0	0	0	0	0	0	0	0	0	0
TAG AZ-AFEES	0	0	0	0	0	0	73	80	256	71	400	1388
OTAG AR ARNG	0	0	0	0	0	0	269	292	523	263	1314	2558
BLISS NG	0	0	0	0	0	0	0	0	0	0	0	0
BOS AFEES MA	0	0	0	0	0	0	75	62	122	73	198	1125
FT HAMLIN NY	0	0	0	0	0	0	404	402	313	354	1150	1529
BUF AFEES NY	0	0	0	0	0	0	78	246	263	72	607	969
OCG CA SMF	0	0	0	0	0	0	0	0	0	0	2	70
CHI AFEES IL	0	0	0	0	0	0	0	0	0	0	0	0
CIN AFEES OH	0	0	0	0	0	0	107	159	314	101	466	1701
CLE AFEES OH	0	0	0	0	0	0	110	143	230	111	759	1715
COL AFEES OH	0	0	0	0	0	0	124	152	281	113	500	1385
OTAG CO ARNG	0	0	0	0	0	0	0	34	29	6	15	73
OTAG CT ARNG	0	0	0	0	0	0	248	149	189	262	1119	1898
OCG DC NG	0	0	0	0	0	0	84	44	46	80	270	818
OTAG DE ARNG	0	0	0	0	0	0	82	133	252	75	382	806
DEN AFEES CO	0	0	0	0	0	0	138	59	156	134	359	912
DIX NG	0	0	0	0	0	0	0	0	0	0	0	0
JKV AFEES:FL	0	0	0	0	0	0	7	32	94	7	33	238
OTAG FL ARNG	0	0	0	0	0	0	193	209	368	200	949	1711
FRS AFEES CA	0	0	0	0	0	0	52	59	120	48	196	447
OTAG GA ARNG	0	0	0	0	0	0	119	189	263	108	652	1207

```
T O T A L     CNL:  1     CNL:  10    CNL:  21960    CNL:   22372
              RES:  1     RES:  5     RES:  27865    RES:   93594
              LKP:  4     LKP:  46    LKP:  58299    LKP:  277975
```

Figure 24–3. RPMANAGE sample report of all Army Reserve, National Guard, In–service Recruiter, and MUSARC Transfer Agent locations

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
NG
FULL REPORT (F) OR TOTALS (T)?
T
BATCH? (Y OR N)  N
```

LOCATION	CURRENT DAY	MONTH-TO-DATE	FY-TO-DATE	PAST FY	TOTAL

```
T O T A L     CNL:  0     CNL:  130    CNL:  13161    CNL:  13007
              RES:  0     RES:  2950   RES:  23303    RES:  56435
              LKP:  0     LKP:  4709   LKP:  33260    LKP: 109607
```

Figure 24–4. RPMANAGE sample NG report

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
AR
FULL REPORT (F) OR TOTALS (T)?
F

BATCH? (Y OR N)  N

LOCATION        CURRENT DAY   MONTH-TO-DATE    FY-TO-DATE      PAST   FY   TOTAL
                CNL RES LKP   CNL  RES  LKP   CNL   RES  LKP   CNL   RES   LKP
1ST ARMY        0   0   0     0    0    0     0     0    0     0     0     0
BOSTON MA       0   0   0     0    0    0     2     22   49    0     6     22
ALBANY NY       0   0   0     0    31   54    121   146  458   114   457   2505
TAMPA/MIAMI     0   0   0     0    0    0     0     0    0     0     0     0
PHILADELPHIA    0   0   0     0    0    0     0     0    0     0     0     0
MANCHESTER      0   0   0     1    6    45    59    76   349   61    239   1353
BUFFALO NY      0   0   0     4    37   81    167   252  628   154   609   1805
PITTSBURGH      0   0   0     6    54   191   305   591  1684  251   1288  8403
BALTIMORE MD    0   0   0     0    0    0     0     0    0     0     0     0
BECKLEY WV      0   0   0     0    14   27    105   149  340   76    317   1725
NEW/FT HAM      0   0   0     5    19   77    166   152  739   143   485   2815
PHILADELPHIA    0   0   0     7    86   181   446   546  1624  361   1150  4486
RICHMOND VA     0   0   0     2    10   16    154   75   172   138   494   1439
BOSTON MA       0   0   0     6    49   165   294   445  1587  247   1286  5424
JACKSON MS      0   0   0     0    16   39    54    136  293   41    225   851
FT JACKSON      0   0   0     0    8    28    120   121  500   115   508   1957
KARLSRUE        0   0   0     0    0    0     7     -7   0     12    -12   0
KOREA           0   0   0     0    0    0     11    -11  0     12    -12   0

T O T A L       CNL:  0       CNL:  212      CNL:  10520     CNL:   9744
                RES:  0       RES:  2063     RES:  13939     RES:   36780
                LKP:  0       LKP:  5634     LKP:  45408     LKP:   168368
```

Figure 24–5. RPMANAGE sample AR report

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
ISR

SR
FULL REPORT (F) OR TOTALS (T)?
F

BATCH? (Y OR N)  N

LOCATION        CURRENT DAY   MONTH-TO-DATE    FY-TO-DATE      PAST   FY   TOTAL
                CNL RES LKP   CNL  RES  LKP   CNL   RES  LKP   CNL   RES   LKP
BOSTON MA       0   0   0     0    0    0     28    7    37    25    73    370
PHILADELPHIA    0   0   0     0    0    0     0     0    0     0     0     0

T O T A L       CNL:  0       CNL:  4        CNL:  4         CNL:   784
                RES:  6       RES:  18       RES:  18        RES:   -776
                LKP:  7       LKP:  45       LKP:  45        LKP:   12
```

Figure 24–6. RPMANAGE sample ISR report

```
ENTER LOC ID, ALL, NG, AR, ISR, MTA, OR END:
MTA

TA
FULL REPORT (F) OR TOTALS (T)?
F

BATCH? (Y OR N)  N

LOCATION            CURRENT DAY     MONTH-TO-DATE     FY-TO-DATE        PAST  FY  TOTAL
                    CNL RES LKP     CNL  RES  LKP     CNL  RES  LKP     CNL   RES   LKP
TAMPA/MIAMI          0   0   0       0    0    0       0    0    0       0     0     0
JACKSON              0   0   0       0   16   39      54  136  293      41   225   851


T O T A L           CNL:  0      CNL:    1      CNL:    1      CNL:    140
                    RES:  4      RES:    4      RES:    4      RES:   -140
                    LKP:  6      LKP:   21      LKP:   21      LKP:      0
```

Figure 24–7. RPMANAGE sample MTA report

Section IV
Output Description

24–7. Output

RPMANAGE provides the user with a REP usage report. Figures 24–1 through 24–7 are sample executions and reports. These reports state how many individual and total cancellations, lookups, and reservations were made for specified LOCIDs for specific time periods.

Table 24–1
RPMANAGE output description

Field Name	Field Label	Content Description
Location	LOCATION	The specified location for which report data is to be received.
Cancellations, reservations and lookups made on the day the report is printed.	CURRENT DAY CNL RES LKP	Current day cancellations. reservations, and lookups.
Number of cancellations, reservations and lookups for the current month, up to the time the report is printed.	MONTH–TO–DATE CNL RES LKP	The number of cancellations, reservations, and lookups for the current month, up to the time the report is printed.
Number of cancellations, reservations and lookups made during the year up to the time the report is printed.	FY–TO–DATE CNL RES LKP	The number of cancellations, reservations and lookups made during the fiscal year up to the time the report is printed.
Total number of cancellations, lookups and reservations made during the previous year.	PAST FY TOTAL CNL RES LKP	The total number of cancellations, lookups and reservations made during the previous fiscal year.

23–5A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

24–8. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED

2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
       : ILLEGAL XXXXXX
       : OCCURRED IN XXX WHEN CALLING XXXX
       : IN XXXXXX WHEN RUNNING XXXXX
       : RETURNED BY XXXX
       : ERROR IN XXXX
       : XXXX NOT FOUND
       : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
       : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
       : INVALID XXXX INDICATOR IN SUBROUTINE XX
       : XXX NOT FOUND ON XXXX FILE
       : XXXXX ERROR–SUBROUTINE XXXXXX
       : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
       : ILLEGAL XXXX PASSED TO XXXXXX
       : BAD XXXX IN XXXXXX
       : IN XXXXX – X   XXXXX
       : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
       VALIDATING XXXXXX IN XXXXXX
       READING XXXXXXX
       IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
       VALIDATE XXXX – X   XXXXX
       DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
    ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

24–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 24–2
Operation Errors

MESSAGE: PROBLEM: CANNOT SUBMIT BATCH. WANT TO CONTINUE? (Y OR N)
ACTION: Enter Y or N.

MESSAGE: INVALID LOCATION CODE
ACTION: Enter a valid LOCID or END.

Chapter 25
NEWQTA Program

Section I
Program Summary

25–1. Purpose
The NEWQTA program provides varied, in–depth reports of quota and reservation information. These reports include the number of unfilled seats, the number of available seats, and the number of seats available through the sharing window. They also report the status of the fine tuning window. The NEWQTA program can be utilized as a quotas report tool for management users. Management users have the choice of using the interactive report mode that is available to all users, or to have the reports dumped onto tape. In addition, NEWQTA can be used to download the TSPACE files onto a floppy disk for FOCUS applications when the user is at an IBM PC–AMB02 or KEY02 Manager's Workstation, as opposed to a regular REQUEST terminal.

25–2. Applicability
The NEWQTA program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. Accession Management Branch,
  c. USAREC,
  d. TRADOC, and
  e. FORSCOM.

25–3. Options
NEWQTA generates an interactive report for all users. Management users have the option of submitting a tape dump by deferred (overnight) batch or of downloading TSPACE quota and reservation data to the PC (personal computer) for FOCUS applications.
  The interactive report can be tailored as follows:
  a. Report broken down by component, type, or sex.
  b. Report covering all components or a specific component.
  c. Report consisting of totals or include details.
  d. Report by AIT date or RECSTA date.
  e. Report covering a date range specified by the user.
  f. Report covering a single, list, or range of MOS(s), CMF(s), Staff ID(s), or Skill Cluster(s), to be specified by the user.
  (1) The TSPACE Download, which is run only on the IBM PC–AMB02, Manager's Workstation, can be tailored as follows:
  (a) The user can select AIT or RECSTA dates.
  (b) The user can select a single, list, or range of MOS(s), CMF(s), Staff ID(s), or Skill Cluster(s).
Note. No hard copy report of a TSPACE download will be generated.

  (2) The tape dump can be tailored only in regard to a RECSTA date range. This is submitted deferred batch, destined for a specified remote location.

Section II
Input Requirements

25–4. Data Items

NEWQTA requires the user to enter the items described below.

a. Start Date. Enter the first date, in DD/MM/YY format, to–be–covered in the report. If this space is left blank, the report will begin with the first date or file.

b. End Date. Enter the final date, in DD/MM/YY format to be covered in the report. If this space is left blank, NEWQTA will report only for the start date entered.

c. MOS. Enter a valid four–character Military Occupational specialty code.

d. CMF. Enter a valid two–digit career management field code.

e. Skill Cluster. Enter a valid two–character Skill Cluster.

f. Staff ID. Enter a valid staff ID from one to 99.

25–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

25–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters NEWQTA and depresses the carriage return key. The program is now ready to communicate with the user.

25–6. General procedures

Follow the procedures below to generate an interactive report, to download TSPACE data for FOCUS applications, or to submit a batch job to dump outputs on to tape. See figures 25–1, 25–2, 25–3, and 25–4 for samples.

Prompt (1): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SELECTION, DISPLAY MENU (D) OR END (E)

Table 25–1A
Procedures to generate an interactive report, to download TSPACE data for FOCUS applications, or to submit a batch job to dump outputs on to tape

Steps		Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter 1 to execute an interactive report. The processing will go to paragraph 25–7.	2
	Enter 2 to execute the TSPACE Download. The processing will go to paragraph 25–8.	EXIT
	Enter 3 to submit a tape dump. NEWQTA will go to paragraph 25–9.	9
	Enter D to obtain a list of the three modes of operation. The program will display:	1
	NEWQTA REPORT:	
	1) INTERACTIVE REPORT	
	2) TSPACE DOWNLOAD	
	3) TAPE DUMP SUBMIT	
	and the prompt will be repeated.	
	Enter E to exit the program.	EXIT
2	Depress the carriage return key.	

25–7. Procedures to generate an interactive NEWQTA report:

Prompt (2): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)?

Table 25–1B
Procedures to generate an interactive NEWQTA report

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to report quota information broken down by Army components.	4
Enter T to report quota information broken down by enlistment type.	3
Enter S to report quota information broken down by sex.	3
Enter I to view an information module concerning the NEWQTA program.	2
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (3): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ALL COMPONENTS (C), AA (A), AR (R), NG (G) OR END (E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to report for all components.	4
Enter A to report for the Active Army.	4
Enter R to report for the Army Reserve.	4
Enter G to report for the National Guard.	4
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (4): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

NEWQTA: TOTALS (T), OR DETAIL REPORT (D)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter T to generate a report of totals only.	5
Enter D to produce a detailed report.	5
2 Depress the carriage return key.	

Prompt (5): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart–has been taken.

REPORT BY AIT DATE (A), RECSTA DATE (R) OR END (E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A to report by AIT date.	6
Enter R to report by RECSTA date.	7
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (6): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER AIT DATES OR END (E):
  START   END
DD/MM/YY   DD/MM/YY

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the start and end dates, in DD/MM/YY format, under the data item titles. These dates determine the time span covered by the report.	8
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Steps	Next Prompt

Prompt (7): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATES OR END (E):
  START   END
DD/MM/YY   DD/MM/YY

1	The user should now enter **one** of the following responses:	
	Enter the start and end dates, in DD/MM/YY format, under the data item titles. These dates determine the time span covered by the report.	8
	Enter E to terminate the program.	EXIT
2	Depress the carriage return key.	

Prompt (8): NEWQTA will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. If the user chooses A, M, C, S, or I, NEWQTA will print the desired report and return to the initial prompt after the last step has been completed.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1	The user should now enter **one** of the following responses:	
	Enter A for all MOS.	1
	Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 25–10 for a list of valid delimiters). Example: M, 11B1, 11G1	1
	Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 25–10 for a list of valid delimiters). Example: C, 11,12,13	1
	Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 25–10 for a list of valid delimiters). Example: S, GE, SS	1
	Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 25–10 for a list of valid delimiters). Example: I, 11	1
	Enter H to display the HELP module for this 'MOS SELECTION' prompt.	8
	Enter E to return to the previous prompt.	7
2	The next user action depends upon the user selection above. If the user chose: **A, H or E,** depress the carriage return key (or enter key) **once; M, C, S or I,** the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a: – **single code,** depress the carriage return **twice,** – **list of codes,** depress the carriage return **twice,** – **range of codes,** depress the carriage return **once.** NOTE : See paragraph 25–10 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.	

25–8. Procedures for Downloading from TSPACE:

The instructions for TSPACE Download can be found in chapter 54 of the REQUEST Active Army User Manual, FOCUS–NEWQTA DOWNLOAD.

Note. This function cannot be performed on a REQUEST terminal, but must be done on an IBM PC, AMB02 or KEY02 Manager's Workstation.

25–9. Procedures for causing the submission of a NEWQTA tape dump:

Prompt (9): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATES OR END (E)
START   END
MM/YR   MM/YR (2 DIGITS)

Table 25–1C
Procedures for causing the submission of a NEWQTA tape dump:

Steps	Next Prompt

1   The user should now enter **one** of the following responses:
     Enter the start and end RECSTA dates in MM/YR format, to submit a tape dump.
     Enter E to terminate the program.
2   Depress the carriage return key.
	10
	EXIT

Prompt (10): NEWQTA will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TAPE 'XXXXXX' ALLOCATED.
THE TAPE # IS XXXXXX
SEND OUTPUT TO SAC (1), SCHOOLS BRANCH (2), USAREC (3), OR FORSCOM (4), VETRO (5), VETRO (6), VETRO (7), VETRO (8), VETRO (9), VETRO (10), BCS LASER (12)?

1 The user should now enter **one** of the following responses: **Enter the number corresponding to the desired destination** of the tape. The program will print a transmission message and then end. 2 Depress the carriage return key.	EXIT

25–10. DESMOS HELP in response to the prompt:
ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

a. In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s) to be reported. Use the format below to respond to this prompt.

Table 25–1D
Valid input format: category delimiter code

Category	Code
A = All MOS on file	N/A
M = Specified MOSs	4–character MOS
C = Specified CMFs	1–2 character CMF
S = Specified Skill Clusters	2–character Skill Cluster
I = Specified Staff IDs	1–2 character Staff ID
Delimiters	
Valid choices: = ' / , . blank	
–(dash – reserved for delimiter between start and end of range)	

b. Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The **only** exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.

Note. Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time. In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will **not** be maintained.

Table 25–1E
Examples

	Response
All	1. A 2. Depress the carriage return key.
Single	1. C, 11 (or) C. 11 2. Depress the carriage return key **twice**.
List	1. C, I1, 12,13,20,36 (or) C (or) 11 12 13 20 36 2. Depress the carriage return key **twice**.
Range	1. C 11–15 (or) C=11–15 2. Depress the carriage return key.

```
ENTER SELECTION, DISPLAY MENU (D) OR END(E):  [D]
NEWQTA REPORT:
      1)    INTERACTIVE REPORT
      2)    TSPACE DOWNLOAD
      3)    TAPE DUMP SUBMIT
ENTER SELECTION, DISPLAY MENU (D) OR END (E):  [3]
   ENTER RECSTA DATES OR END (E)
START    END
MM/YR    MM/YR (2 DIGITS)
[06 83]  [07 83]
TAPE 'W65558' ALLOCATED.
THE TAPE # IS W65558
SEND OUTPUT TO SAC (1), SCHOOLS BRANCH (2), USAREC (3), OR FORSCOM (4), VETRO
(5), VETRO (6), VETRO (7), VETRO (8) VETRO (9), VETRO (10), VETRO (11), OR BCS
LASER (12)?.
[1]
RUN FILE XXXX TO UZKXXX COPY 001 NOHOLD
```

Figure 25–1. NEWQTA output dump on to tape with report by sex, all components, totals, RECSTA dates and all MOSs

```
ENTER SELECTION, DISPLAY MENU (D) OR END (E) ▣

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? ▣

TOTALS (T), OR DETAIL REPORT (D)?  ▣

REPORT BY AIT DATE (A), RECSTA DATE (R) OR END (E)? ▣

ENTER AIT DATES OR END (E):
   START     END
DD/MM/YY DD/MM/YY
10/12/82
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):  Ⓜ 11B1
MOS    RECSTA DATE AIT DATE
11B1   11/10/82    10/12/82
                                  RQST OTHER TOTAL
           QUOTA RESEV UNFIL AVAIL QUOTA QUOTA UNFIL    SHAR
                                    20     0    6        0

      AA      0     4     0     6
      AR      0     0     0     0
      NG      0     0     0     0
     ALL      0     4     0     6


MOS    RECSTA DATE AIT DATE
11B1   13/12/82    10/12/82
                                  RQST OTHER TOTAL
           QUOTA RESEV UNFIL AVAIL QUOTA QUOTA UNFIL    SHAR
                                    272    0   267       0

      AA      0     4     0     6
      AR     49     3    46   267
      NG    220     5   218   267
     ALL    269     5   264   267


GRAND TOTALS
AIT DATE RANGE
10/12/82 - 10/12/82
MOS - 11B1
                                  RQST OTHER TOTAL
           QUOTA RESEV UNFIL AVAIL QUOTA QUOTA UNFIL    SHAR
                                    282    0   273       0
      AA      0     4     0     6
      AR     49     3    46   267
      NG    220     2   218   267
     ALL    269     9   264   273

   RQST QUOTA:  282 UNFIL:  273 OTHR QUOTA:     0 SHAR:      0


REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? ▣
```

Figure 25–2. NEWQTA detailed report by component sample

```
ENTER SELECTION, DISPLAY MENU (D) OR END (E) █

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? █

ALL COMPONENTS (C), AA (A), AR (R), NG (G) OR END (E)? █

TOTALS (T), OR DETAIL REPORT (D)? █

REPORT BY AIT DATE (A), RECSTA DATE (R) OR END (E)? █

ENTER RECSTA DATES OR END (E):
   START     END
DD/YY/MM DD/MM/YY
███████

ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   █ ████
GRAND TOTAL
RECSTA DATE RANGE
13/12/82 - 13/12/82
MOS - 11B1
                     AA
          QUOTA RESER UNFIL AVAIL
-------------MALES-------------
   NPS    49    3    46   267
   PS      0    0     0     0
   IS     49    0    46   267
   RET     0    0     0     0
----------FEMALES-------------
   NPS     0    0     0     0
   PS      0    0     0     0
   IS      0    0     0     0
   RET     0    0     0     0
-----------TOTAL-------------
   NPS    49    3    46   267
   PS      0    0     0     0
   IS     49    0    46   267
   RET     0    0     0     0
   RQST QUOTA:  282 UNFIL:  277 OTHR QUOTA:     0 SHAR:     0

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? █
```

Figure 25–3. NEWQTA detailed report by sex sample

```
ENTER SELECTION, DISPLAY MENU (D) OR END (E) ▮

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? ▮

ALL COMPONENTS (C), AA (A), AR (R), NG (G) OR END (E)? ▮

TOTALS (T), OR DETAIL REPORT (D)? ▮

REPORT BY AIT DATE (A), RECSTA DATE (R) OR END (E)? ▮

ENTER RECSTA DATES OR END (E):
   START    END
DD/MM/YY DD/MM/YY
▮13 12 82▮
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):   ▮ ▮11B1▮
GRAND TOTALS
RECSTA DATE RANGE
13/12/82 - 13/12/82
MOS - 11B1


              AR
      QUOTA RESER UNFIL AVAIL
NPS     49     3    46   267
IS       0     0     0     0
IRN     49     0    46   267
SP1      0     0     0     0
SP2      0     0     0     0
CMP      0     0     0     0
RQST QUOTA:  282 UNFIL:  277 OTHR QUOTA:     0 SHAR:     0

REPORT BY COMPONENT (C), TYPE (T), SEX (S), INFORMATION (I), OR END (E)? ▮
```

Figure 25–4. NEWQTA Totals report by type sample

Section IV
Output Description

25–11. Output

NEWQTA provides output in the form of quotas reports. Table 25–1f describes the items in these reports. The Information module available through the first prompt in this program provides an in–depth discussion of the AVAIL column including a description of the Fine Tuning Window, Sharing Window, and Status code.

Table 25–1F
NEWQTA output description

Field Name	Field Label	Content Description
Quota	QUOTA	The training quota for the given MOS and the enlistment type or component.
Reservations	RESER	The number of reservations made for the MOS and enlistment type or component.
Unfilled seats	UNFIL	The number of unfilled training seats for the given component or enlistment type.
Available seats	AVAIL	The total number of seats available to the components or enlistment type given. This takes into account seats available through an open Sharing Window. See the Information module.
Active Army	AA	Report data for the Active Army.
Army Reserve	AR	Report data for the Army Reserve.
National Guard	NG	Report data for the National Guard.
Non–Prior Service	NPS	Report data for the Non–Prior Service enlistment type.
Prior Service	PS	Report data for the Prior Service enlistment type.
In–service	IS	Report data for the In–service enlistment type.

Table 25–1F
NEWQTA output description—Continued

Field Name	Field Label	Content Description
Retrain	RET	Report data for the Retain enlistment type.
Individual Ready Reserve, Non–Prior Service	IRV	Non prior service enlistments into the Individual Ready Reserve.
Split Training Type 1	SP1	Report data for the Split Training type 1 enlistment type.
Split Training Type 2	SP2	Report data for the Split Training type 2 enlistment type.
Component Quota	CMP	Component quota allocated.
Request Quota	RQST QUOTA	The quota for the entire Request system for the given MOS and date.
Total Unfilled Seats	TOTAL UNFIL	The total number of unfilled spaces for the given MOS and date.
Other Quota	OTHR QUOTA	The quota for any seats not assigned to the Active Army, Army Reserve, or National Guard.
Sharing Window	SHAR	The number of seats available through the sharing window.
Fine Tuning Window Indicator	FTW	Indicates whether the Fine Tuning Window is open (YES) or closed (NO).

25–1A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

25–12. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX.

  : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
  : ILLEGAL XXXX PASSED TO XXXXXX
  : BAD XXXX IN XXXXXX
  : IN XXXXX – X XXXXX
  : CANNOT FIND XXXX ON XXXXXX
7. FATAL: ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
  VALIDATING XXXXXX IN XXXXXX
  READING XXXXXXX
  IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
  VALIDATE XXXX – X XXXXX
  DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
 ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

25–13. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 25–2
List of possible operation error messages and the corrective action to be taken for each

MESSAGE: AIT DATE RANGE MUST BE BETWEEN DD/MM/YY and DD/YY/YY
ACTION: The user entered a date outside of the valid range. Re–enter a valid date.

MESSAGE: RECSTA DATE MUST BE BETWEEN DD/MM/YY and DD/MM/YY
ACTION: The user has entered a date outside of the valid range. Re–enter a valid date.

MESSAGE: MOS XXXX IS NOT ON THE QUOTA FILE
ACTION: The user entered an invalid MOS. Re–enter a valid MOS.

MESSAGE: INVALID RESPONSE
ACTION: Re–enter valid data.

MESSAGE: INVALID DAY
ACTION: Re–enter a valid day.

MESSAGE: INVALID MONTH
ACTION: Re–enter a valid month.

MESSAGE: INVALID YEAR
ACTION: Re–enter a valid year

MESSAGE: AIT MUST BE A FRIDAY (DD/MM/YY IS XXXX)
ACTION: Re–enter a valid AIT date.

MESSAGE: END DATE MAY NOT BE BEFORE START DATE
ACTION: Re–enter the dates in the correct order.

Chapter 26
RPBCT Program

Section I
Program Summary

26–1. Purpose
The RPBCT program reports quota and reservation data by week and month for BCT, BT or BT3 training and a user–specified range of reception station dates. This information is reported for the National Guard, Army Reserve, and Active Army. Also, totals for all Army components are printed by week and month. The RPBCT report enables the user to monitor quota and reservation data for a specific type of training and by Army component. This information assists the user in determining if adjustments are necessary to the established quotas

26–2. Applicability
The RPBCT program is accessed by the following user groups:
   a. USAREC
   b. KEYSTONE Branch
   c. Accession Management Branch
   d. DCSPER/DCSOPS

26–3. Options
RPBCT provides the user with the options of defining the start and end date of the report and the type of training (BT, BCT or BT3) for which the report will be generated.

Section II
Input Requirements

26–4. Data items
The RPBCT program requires the user to enter a range of reception station dates to be reported and to specify the type of training to be reported: BCT, BT, or BT3.

(1) Start date. Enter the first reception station date to be reported in DD/MM/YY format, including the slashes. If only the start date is entered, the program reports data for that week only.
(2) End date. Enter the last reception station date to be reported in DD/MM/YY format, including the slashes. If only the end date is entered, the program reports data for every week from the beginning of the file up to and including the end date.
(3) Report name (Training type). Enter BCT to report basic combat training data; enter BT to report basic training data; or enter BT3 to report data on the three–week basic training course without AIT.

26–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

26–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPBCT and depresses the carriage return key. The program is now ready to communicate with the user.

26–6. Procedures
Follow the procedures described below to obtain the RPBCT report See figure 26–1 for a sample report.

Table 26–1
Procedures to obtain the RPBCT report

RPBCT:
REPORT OF BCT, BT, BT3 RESERVATIONS

Table 26–1
Procedures to obtain the RPBCT report—Continued

FOR REPS (WEEKLY AND MONTHLY TOTALS)
START DATE / END DATE

USER:
1. Enter–the desired start and end dates directly under the corresponding data item title.
2. Depress the carriage return key.

RPBCT: ENTER REPORT NAME — BCT, BT, BT3?
USER:
1. Enter the name of the type of report desired: BCT, BT, or BT3.
2. Depress the carriage return key.

RPBCT: Prints the report as specified, and prompts: NEW REPORT (Y OR N)?
USER:
1. Enter Y to obtain another report and repeat the procedures above, or enter N to terminate the program.
2. Depress the carriage return key.

```
REPORT OF BCT, BT, BT2/BT3 RESERVATIONS FOR REPS (WEEKLY AND MONTHLY TOTALS)

START DATE/END DATE
 17/1/83     5/3/83   ENTER REPORT NAME--BCT, BT, BT3?   BCT

                        BCT RESERVATION REPORT

   DATE          NG     NG     AR     AR     AA     AA    **TOTALS**
               QUOTA  RESER  QUOTA  RESER  QUOTA  RESER  QUOTA  RESER

   17/1/83      940    13    155     20    3000   170    4095    203
   24/1/83      940    17    155     17    3000   113    4095    147
   31/1/83      940    40    155     30    3001   328    4096    398
 OCT TOTALS    2820    70    465     67    9001   611   12286    748

    7/2/83      940    34    155     20    3000   351    4095    405
   14/2/83      940    15    155     15    3000   226    4095    256
   28/2/83      940     7    155      7    3000   183    4095    197
    5/3/83      940    10    155     10    3000   156    4095    176
 NOV TOTALS    3760    66    620     52   12000   916   16380   1034

    4/12/78     940     8    155      8    3000   139    4095    155

 NEW REPORT (Y OR N)?  N
```

Figure 26–1. RPBCT sample report

Section IV
Output Description

26–7. Output
The RPBCT report lists quota and reservations data by week and month for a user specified type of training and range of reception station dates. The weekly and monthly totals are provided for the National Guard, Army Reserve, and Active Army. Also grand totals for all Army components are included. Only one type of training is reported at a time.

26–7A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

26–8. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   :VSAM ERROR RETURN CODE = XXXXXX
   :ACTION CODE = XXX
   :KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   :RECORD TYPE = XXX
   :SPARE VARIABLE X = XXXXXX
   :CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X   XXXXX
   : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
    VALIDATING XXXXXX IN XXXXXX
    READING XXXXXXX
    IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
    VALIDATE XXXX – X   XXXXX
    DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX

18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

26–9. Operation errors
There are no operation error messages for the RPBCT program.

Chapter 27
ARIVAL Program

Section I
Program Summary

27–1. Purpose
The ARIVAL program reports for the National Guard and Army Reserve information on all reservations made for user specified reception stations and reception station dates. The report includes the applicant's social security number, name, MOS code, AIT date and location, user location ID, order number and sex. To obtain this information, the ARIVAL program reads the BCT and other appropriate files. Records that match the user's input specifications are then printed on the ARIVAL report.

The reports may be used for grouping applicants by MOS code, AIT location and AIT date.

27–2. Applicability
The ARIVAL program is accessed by the following user groups:
 a. OCAR/FORSCOM CONUSA/NGB
 b. USAR Reception Stations/ARNG Reception Stations
 c. Accession Management Branch
 d. KEYSTONE Branch

Section II
Input Requirements

27–3. Data Items
ARIVAL requires the user to enter the reception station and reception station date for which reservations are to be reported. The reception station date may be any day of the week, but must be entered in DD/MM/YY format, including the slashes. The reception station date must be within a period of 18 months before or after the current date. The ARIVAL program automatically adjusts the user's input date to the appropriate Monday.

27–3A. (Title not used)
Paragraph not used.

Section III
Program Operation

27–4. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters ARIVAL and depresses the carriage return key. The program is now ready to communicate with the user.

27–5. Procedures

Follow the procedures described below to obtain an ARIVAL report. See figure 27–1 for a sample execution and report.

Table 27–1A
Procedures to obtain an ARIVAL report

ARIVAL:
INDIVIDUALS WITH REQUESTED RECEPTION STATION
DATE AND LOCATION
RECEPTION STATION / RECEPTION STATION DATE

USER:
1. Enter the desired reception station and reception station date to be reported directly under the corresponding data item title.
2. Depress the carriage return key.

ARIVAL:
Lists the reservations, alphabetically sorted by last name.
RECEPTION STATION DATE: DD/MM/YY

PERSONAL DATA PRIVACY ACT OF 1974 (5 USC 552A)

SOC SEC NAME MOS AIT DATE AIT LOC LOCID
ORDER #SEX TYPE
MORE LOCATION/DATES WANTED (Y, N)?
.
.
.
.

USER:
1. Enter Y if more reception stations and dates are desired and repeat the procedures above, or enter N to terminate the program.
2. Depress the carriage return key.
It may take some time for the report to be generated due to the number of records processed. The system may print one or two '2CPU' messages before the report appears. Ignore these.

```
INDIVIDUALS WITH REQUESTED RECEPTION STATION DATE AND LOCATION.

  RECEPTION STATION /  RECEPTION STATION DATE
  KNOX                 6/9/82

  RECEPTION STATION DATE:  6/9/82

              PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

  SOC SEC        NAME        MOS    AIT DATE    AIT LOC     LOCID ORDER#   SX   TYPE
161616161   ABLE, JOHN       19D1   06/09/82   KNOX        MA             M    NPS
323232323   ADMAN, KENNETH   75B1   05/11/82   BENHARR     IL             M    NPS
404040404   ADONE, JAMES O   91P1              FT. LWOOD   KY             M    SP1
402402402   ALTON, RONALD    34Y1   05/11/82   APG/SILL    KY             M    NPS
575757575   ALVIN, RICHARD   36K1   05/11/82   GORDON      HI             M    NPS
414141414   ALVIN, WILL      43M1   05/11/82   LEE         AL             M    NPS
400400400   ANGEL, ORSON     76P1   05/11/82   LEE         KY             M    NPS
323232323   APPLE, R N       75B1   05/11/82   BENHARR     3              M    NPS
292929292   ARRY, BERT L.    36K1                          OHCO           M    SP1
  .
  .
  .
  .
  .

MORE LOCATION/DATES WANTED (Y,N) ?

N

END OF REPORT
```

Figure 27–1. ARIVAL sample report

Section IV
Output Description

27–6. Output
ARIVAL provides reports reservations for user specified reception stations and reception station dates. Figure 27–1 is a sample report. Table 27–1b contains a description of the factors displayed in each report.

Table 27–1B
ARIVAL output description

Field Name	Field Label	Content Description
Social security number	SOC SEC NO	The applicant's social security number.
Name	NAME	The applicant's name.
MOS code	MOS	The MOS code in which the applicant has a reservation.
Advanced individual training date	AIT DATE	The applicant's scheduled advanced individual training start date.
Advanced individual training location	AIT LOC	The location where the applicant is scheduled to take advanced individual training.
Location identification	LOCID	The location identification where the reservation was made. A numeric code indicates Army Reserve, an alphabetic code indicates National Guard.
Sex	SEX	The applicant's sex.
Enlistment type	TYPE	The applicant's enlistment type.

27–6A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

27–7. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. ERROR ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE = XXXXXX
   CALL REQUEST OFFICE
2. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXX XXX   ZZZZZZZZ   ZZZZZZZZ
3. VSAM ERROR = XXXX ON LUN XXX
4. VMCF ERROR = XXXXXXX FOR LUN XXX
5. NO SINK AVAILABLE FOR LUN XXX
6. SYSTEM ERROR: FACTOR NUMBER XXXX IS NOT IN THE RECORD DESCRIPTOR ARRAY OR THE ARRAY IS NOT SORTED. PLEASE CALL THE REQUEST OFFICE.
7. SYSTEM ERROR: RECORD DESCRIPTOR RECORD HAS IMPROPER START BIT OR LENGTH IN BITS. CALL REQUEST OFFICE.
   START BIT = XX
   LENGTH IN BITS = XX
   FACTOR NUMBER = XXXX
8. HEXDMP: RECLEN = XXXX
9. SYSTEM ERROR: NUMBER TOO LARGE FOR TARGET FIELD. CALL REQUEST OFFICE
10. IDIM – BINARY – INVALID DIMENSION IN BINARY SEARCH.
11. INVALID RECTYP FOR READ MANY FUNCTION
12. READMANY IN SIOXX ONLY ALLOWED FOR TYPES 2, 4, 5, 6.
13. ERROR IN____ ____ CALLING SIOXX.
14. ERROR: ILLEGAL____ ____ PASSED TO SIOXX.
15. ERROR: ILLEGAL___FOR_____, SIOXX.
16. ERROR: BAD START BYTE OR LENGTH IN SIOXX.
17. ERROR IN CALLING MOVECH.

27–8. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 27–2
Operation Errors

MESSAGE: INVALID RECEPTION STATION
ACTION: The user has entered an invalid reception station code. The program prompts MORE LOCATION/DATES WANTED (Y,N)? Enter Y to return to the reception station input prompt and enter a correct reception station code. The date must also be Re–entered.

MESSAGE: RECEPTION DATE IS OUT OF RANGE
ACTION: The user has entered a reception station date that is more than 18 months before or after the current date. Enter a reception station date that is within 18 months before or after the current date.

MESSAGE: NO RESERVATION EXISTS FOR GIVEN COMBINATION
ACTION: This is an information message. Select and enter a different location and/or a different date.

Chapter 28
RPTBCT Program

Section I
Program Summary

28–1. Purpose
The RPTBCT program is a comprehensive management reporting and update tool that enables users to display and change basic training (BT) quotas, assignments, and location availability.

28–2. Applicability
The RPTBCT program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accession Management Branch
  c. USAREC
  d. TRADOC

28–3. Functions
There are four functional modes in the RPTBCT program. Each mode contains various user options. The functional modes are as follows:
  a. Quotas. Reports and updates BT and OSUT quotas and reservations.
  b. Assignments. Reports and updates both primary and secondary BT locations.
  c. Location Availability. Reports and updates the availability of BT locations.

28–4. Options
Within each mode RPTBCT provides the user with the option to report or update. Note, however, that only management users may use the update option. In the Quotas and Location Availability modes the user may also specify the location, training type (male, female, or BT3) and the RECSTA dates to be processed. In the Assignments mode the user may specify the location and its type (AIT, AA, REP).

Section II
Input Requirements

28–5. Data Items
RPTBCT requires the user to enter the items described below.
  a. Quotas and Location Availability data items:
  (1) *Location.* Enter the name of a BT or BT3 location, enter ALL for all locations or TOTAL for a summary of all locations.
  (2) *Type.* Enter one of the following applicant types; MALE, FEMALE BT3.
  (3) *Beginning reception station date.* Enter the desired beginning reception station date in DD/MM/YY format, including the slashes. If this field is left blank, all reception station dates on file up to and including the end reception station date is included in the report or available for update.
  (4) *End reception station date.* Enter the desired end reception station date in DD/MM/YY format, including the slashes. If this field is left blank only the beginning reception station date is included in the report or available for update. If both dates are left blank, the first date on file is reported or available for update.
  b. Assignments data items:
  (1) *Type of location.* Enter one of the following location types AIT, AA, or REP.
  (2) *Location.* Enter a valid location ID or AIT location name.

28–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

28–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPTBCT and depresses the carriage return key. The program is now ready to communicate with the user.

28–7. General procedures

Table 28–1A
General procedures

RPTBCT: QUOTAS (Q), ASSIGNMENTS (A), LOCATION AVAILABILITY (L) OR END (E)
USER:
1. Enter Q and see paragraph 28–8 to report and update BT quotas.
2. Enter A and see paragraph 28–9 to report and update assignments.
3. Enter L and see paragraph 28–10 to report and update the availability of training space at certain locations.
4. Enter E to end the program.
5. Depress the carriage return key.

28–8. Quotas report and update procedures

Follow the procedures below to report and update BT quotas.

Table 28–1B
Procedures to report and update BT quotas

RPTBCT: START WEEK – DD/MM/YY
END WEEK – DD/MM/YY

ACTION / LOCATION / TYPE /BEG RECSTA/END RECSTA
(R, U, E)(NAME, ALL OR TOT)(M, F OR BT3)

USER: 1. Under the ACTION heading:
   a. Enter R to report BCT and BT quotas.
   b. Enter U to update BCT and BT quotas. Note: only management users may update.
   c. Enter E to return to the initial program prompt.
2. Under the LOCATION heading:
   a. Enter the name of a training location to report or update quotas for a specific location.
   b. Enter ALL to report or update quotas for all training locations of a certain type.
   c. Enter TOT to report or update total quotas for the entire Army.
3. Under the TYPE heading:
   a. Enter M to process male training quotas for the location(s) entered.
   b. Enter F to process female training quotas for the location(s.
   c. Enter BT3 to process the quotas for the special three–week basic training program.
4. Under the BEG RECSTA heading enter the first RECSTA date to be reported or updated. This date must be between the start and end dates indicated.
5. Under END RECSTA enter the last RECSTA data to be reported or updated. This data must be between the start and end dates indicated.
6. Depress the carriage return key.

RPTBCT:
1. If a report was selected the program prints the desired report and returns to the prompt above. See figure 28–1 for a sample.
2. If an update was selected the program will print the specified records and a line under those fields which may not be changed. Only capacities or limits may be updated.
USER:
1. Enter the new values under the blank space between the slashes and depress the carriage return key. See figure 28–2 for a sample.
2. If the user chose to update all locations of a certain type the program will proceed to the next prompt, otherwise it will return to the initial prompt in this structure.

RPTBCT: Will print records for the next location on file and leave blanks under the fields which may be updated.
USER:
1. Enter the new values or leave the space blank if no update is desired. Depress the carriage return key. The program will continue to offer new records for updating until all of the training locations of the type specified have been processed.

QUOTAS (Q), ASSIGNMENTS (A), LOCATION AVAILABILITY (L) OR END (E)
Q

START WEEK - 2/8/82
END WEEK - 24/10/83

ACTION /   LOCATION   /   TYPE   / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT) (M,F OR BT3)
R   **All**   **M**   **6 12 82**
RECEPTION STATION WEEK OF 6/12/82

MALE	BT		OSUT		AA RES		AR RES		NGRES	
LOCATION	CAPACITY	RES	CAPACITY	RES	BT	OSUT	BT	OSUT	BT	OSUT
DIX	300	300	110	67	223	67	32	0	45	0
JACKSON	345	650	0	0	575	0	37	0	38	0
LWOOD	321	385	249	180	314	139	54	18	17	23
KNOX	0	0	135	163	0	163	0	0	0	0
JAX/GORD	0	0	0	0	0	0	0	0	0	0
BLISS	0	0	0	0	0	0	0	0	0	0
SILL	70	70	367	322	59	311	1	1	10	10
MCCLELL	0	0	112	107	0	104	0	3	0	0
JAX/BENN	0	0	733	402	0	389	0	5	0	8
JX (KX) BN	0	0	0	0	0	0	0	0	0	0
FT. KNOX	0	0	0	0	0	0	0	0	0	0
FT. LWOOD	100	100	0	0	87	0	12	0	1	0
FT. DIX	0	0	0	0	0	0	0	0	0	0

MALE	TOTAL			AA		AR		NG	
	CAPACITY	LIMIT	RES	LIMIT	RES	LIMIT	RES	LIMIT	RES
OSUT	1706	1672	1241	1538	1173	883	27	944	41
BCT	1136	2700	1505	2000	1258	200	136	500	111
TOT	2842	4372	2746	3538	2431	1084	163	1444	152

ACTION /   LOCATION   /   TYPE   / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT) (M,F OR BT3)

Figure 28–1. RPTBCT Quotas report

```
C  RPTBCT
QUOTA (Q), ASSIGNMENT (A), LOCATION AVAILABILIY (L) OR END (E)
Q

START WEEK - 2/8/82
END WEEK - 24/10/83

ACTION /   LOCATION        /   TYPE       / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
U          DIX               M              6 12 82
RECEPTION STATION WEEK OF 6/12/82
MALE            BT            OSUT         AA RES      AR RES      NGRES
LOCATION    CAPACITY/RES  CAPACITY/RES    BT  OSUT    BT  OSUT    BT  OSUT
DIX            300   299      0     0     221   0      0    0      0    0
----------/     400    /--------------------------------------------------
ACTION /   LOCATION        /   TYPE       / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
U          DIX               F              6 12 82       13 12 82
RECEPTION STATION WEEK OF 6/12/82
FEM             BT            OSUT         AA RES      AR RES      NGRES
LOCATION    CAPACITY/RES  CAPACITY/RES    BT  OSUT    BT  OSUT    BT  OSUT
DIX            75    73       0     0     53    0     13    0      7    0
----------/     85     /--------------------------------------------------
RECEPTION STATION WEEK OR 13/12/82
FEM             BT            OSUT         AA RES      AR RES      NGRES
LOCATION    CAPACITY/RES  CAPACITY/RES    BT  OSUT    BT  OSUT    BT  OSUT
DIX            180   193      0     0     126   0     53    0     14    0
----------/     170    /--------------------------------------------------
ACTION /   LOCATION        /   TYPE       / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
E
```

Figure 28–2. RPTBCT Quotas update sample

28–9. Assignments report and update procedures

Follow the procedures below to report and update BT assignments. See figure 28–3 and 28–4 for samples.

Table 28–1C
Procedures to report and update BT assignments

RPTBCT:
ACTION /   TYPE OF LOCATION   / LOCATION
(R, U, E)   (AIT, AA, REP   )   (OR ALL)
USER:
1. Under the ACTION heading:
   a. Enter R to report BT assignments.
   b. Enter U to update BT assignments. Note: only management users may update the assignment files.
   c. Enter E to return to the initial program prompt.
2. Under the TYPE OF LOCATION heading;
   a. Enter AIT to report or update BT assignments for certain AIT locations.
   b. Enter AA to report or update BT assignments for the Active Army.
   c. Enter REP to report or update BT assignments for the Army Reserve and National Guard.
3. Under the LOCATION heading:
   a. Enter a location ID to report or update BT assignments for a specific location.
   b. Enter ALL to report or update BT assignments for all locations.
4. Depress the carriage return key.

RPTBCT:

Table 28–1C
Procedures to report and update BT assignments—Continued

1. If a report was selected the program prints the desired report and returns to the prompt above. See figure 28–3 for a sample.
2. If an update was selected the program prompts:

```
FOR DELETION OF BT ASSIGNMENT, ENTER XXXX UNDER APPROPRIATE COLUMN
AIT                        / PRIMARY / SECONDARY / PRIMARY / SECONDARY /
LOCATION ID                MALE BT    MALE BT      FEMALE BT FEMALE BT
(LOCATION ID)(LOCATION)    XXXXX      XXXXX        XXXXX     XXXXX
––––––––––––––––––––    /          /            /          /
```

USER:
1. Enter the new training location name between the slashes under the appropriate heading. Enter XXXX under the heading to delete an assignment. If no update is desired leave the spaces blank. Depress the carriage return key.
2. If the user chose to update all of the locations of a certain type, proceed to the next prompt, otherwise, return to the initial prompt in this structure.

RPTBCT: Will print the BT assignments for the next location on file and leave blanks under the fields to be updated.
USER:
1. Enter the new assignments, XXXX, or leave the space blank. Depress the carriage return key. The program will continue to offer new records for updating until all of the locations on file have been processed.

QUOTAS (Q), ASSIGNMENT (A), LOCATION AVAILABILITY (L) OR END (E)
A

ACTION /	TYPE OF LOCATION			/ LOCATION	
(R,U,E)	(AIT, AA, REP)			(OR ALL)	
R	**AIT**			**ALL**	
AIT LOCATION	/ PRIMARY	/ SECONDARY /	PRIMARY	/ SECONDARY /	
LOCATION ID	MALE BT	MALE BT	FEMALE BT	FEMALE BT	
APG	DIX	JACKSON	DIX	JACKSON	
APG/SILL					
BEAUMONT					
BELVOIR	DIX	JACKSON	DIX	JACKSON	
BENHARR	KNOX	LWOOD	JACKSON	DIX	
BENN	FT.KNOX	FT. KNOX			
BENN/LEE	JACKSON	KNOX	JACKSON	MCCLELL	
BLIS					
BLISS	BLISS	LWOOD	MCCLELL	JACKSON	
.					
.					
.					
.					
.					
TOOELE					
USAESOM	JACKSON	MCCLELL	MCLLEAN	JACKSON	
USNCORRY	JACKSON	MCCLELL	MCCLELL	JACKSON	
WASHNAVY	DIX	JACKSON	DIX	JACKSON	
WOMARK					
WOOD	LWOOD	KNOX	JACKSON	MCCLELL	
WOOD/BEL					
WREED	DIX	JACKSON	DIX	JACKSON	
101A	KNOX	LWOOD	JACKSON	MCCLELL	
?193I	LWOOD	KNOX	JACKSON	MCCLELL	

ACTION /	TYPE OF LOCATION	/ LOCATION
(R,U,E)	(AIT, AA, REP)	(OR ALL)
E		

Figure 28–3. RPTBCT Assignments report

```
C  RPTBCT
QUOTAS (Q), ASSIGNMENTS (A), LOCATION AVAILABILITY (L) OR END (E)
A

ACTION   /        TYPE OF LOCATION        / LOCATION
(R,U,E)      (AIT, AA, REP             )     (OR ALL)
U                 AA                          AKK
FOR DELETION OF BT ASSIGNMENT, ENTER XXXX UNDER APPROPRIATE COLUMN
AIT LOCATION           / PRIMARY  / SECONDARY /  PRIMARY  / SECONDARY /
LOCATION ID              MALE BT     MALE BT    FEMALE BT   FEMALE BT
AKK     HAR/WILK-BAR/  DIX          JACKSON    DIX          JACKSON
-------------------/             /            /          /          /
                                                 MCCLELL


ACTION   /        TYPE OF LOCATION        / LOCATION
(R,U,E)      (AIT, AA, REP             )     (OR ALL)
E
```

Figure 28–4. RPTBCT Assignments update sample

28–10. Location availability report and update procedures

Follow the procedures below to report and update the availability of training space at certain locations.

Table 28–1D
Procedures to report and update the availability of training space at certain locations

RPTBCT:
START WEEK – DD/MM/YY
END WEEK –DD/MM/YY
    ACTION /   LOCATION   /   TYPE   /BEG RECSTA/END RECSTA
(R, U, E)   (NAME, ALL OR TOT)   (M, F OR BT3)
USER:
1. Under the ACTION heading:
  a. Enter R to report availability.
  b. Enter U to update availability. Note: only management users may update the availability files.
  c. Enter E to return to the initial program prompt.
2. Under the LOCATION heading:
  a. Enter the name of a training location to report and update training availability at a specific location.
  b. Enter ALL or TOT to report or update training availability for all training locations of a certain type. The ALL and TOT commands have the same result in this mode.
3. Under the TYPE heading:
a. Enter M to process the availability of male training space for the location(s) entered.
b. Enter F to process the availability of female training space for the location(s)entered.
c. Enter BT3 to process the availability of training space for the special three week basic training program.
4. Under the BEG RECSTA heading enter the first RECSTA date to be reported or updated. This date must be between the start and end dates indicated.
5. Under the END RECSTA heading enter the last. RECSTA date to be reported or updated. This date must be between the start and end dates indicated.
6. Depress the carriage return key.

RPTBCT:
1. If a report was selected the program prints the desired report and returns to the prompt above. See figure 28–5 for a sample.
2. If an update was selected the program will prompt: ENTER Y FOR AVAILABLE, M FOR NOT AVAILABLE UNDER APPROPRIATE HEADER
  RECEPTION STATION WEEK OF DD/MM/YY
  LOCATION / TYPE / AA / AR / NG /
  (The data for the location will be printed here)

USER:
1. Enter a Y or an N, between the slashes, under the components to be updated. If the space is left blank, no update will be made. Depress

Table 28–1D
Procedures to report and update the availability of training space at certain locations—Continued

the carriage return key. See figure 28–6 for a sample.
2. If the user chose to update training availability for all locations of a certain type, proceed to the next prompt, otherwise, return to the initial prompt in this structure.

RPTBCT: RPTBCT Will repeat the prompt above for the next training location on file.
USER: Enter Y, N or leave the spaces blank as desired. Depress the carriage return key. The program will continue to offer new records for updating until all training locations of the type specified have been processed. It will then return to the initial prompt in this structure.

```
QUOTAS (Q), ASSIGNMENTS (A), LOCATION AVAILABILITY (L) OR END (E)
L

START WEEK - 2/8/82
END WEEK - 24/10/83

ACTION /    LOCATION        /   TYPE      / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT)   (M,F OR BT3)
R               TOT                  M
RECEPTION STATION WEEK OF 6/12/82
LOCATION / TYPE / AA / AR / NG /
DIX        MAL       Y    Y    Y
JACKSON    MAL       Y    Y    Y
LWOOD      MAL       Y    Y    Y
KNOX       MAL       Y    Y    Y
JAX/GORD   MAL       Y    Y    Y
BLISS      MAL       Y    Y    Y
SILL       MAL       Y    Y    Y
MCCLELL    MAL       N    N    N
JAX/BENN   MAL       N    N    N
JX (KX) BN MAL       N    N    N
FT.KNOX    MAL       Y    Y    Y
FT.LWOOD   MAL       Y    Y    Y
FT DIX     MAL       N    N    N

ACTION /    LOCATION        /   TYPE      / BEG RECSTA / END RECSTA
(R,U,E) (NAME, ALL OR TOT)   (M,F OR BT3)
E
```

Figure 28–5. RPTBCT Location Availability report

```
     QUOTAS (Q), ASSIGNMENTS (A), LOCATION AVAILABILITY (L) OR END (E)
     L


     START WEEK - 2/8/82
     END WEEK - 24/10/83


     ACTION /   LOCATION      /  TYPE     / BEG RECSTA / END RECSTA
     (R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
     U


     ACTION /   LOCATION      /  TYPE     / BEG RECSTA / END RECSTA
     (R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
     U         JACKSON          M          6/12/82      13/12/82
     ENTER Y FOR AVAILABLE, N FOR NOT AVAILABLE UNDER APPROPRIATE HEADER
     LOCATION / TYPE / AA / AR / NG /
     JACKSON    MAL   Y    Y    Y
     ---------------/   /    /    /
                     N    N
     RECEPTION STATION WEEK OF 13/12/82
     LOCATION / TYPE / AA / AR / NG /
     JACKSON    MAL   N    N    N
     ---------------/   /    /    /
                     Y    Y


     ACTION /   LOCATION      /  TYPE     / BEG RECSTA / END RECSTA
     (R,U,E) (NAME, ALL OR TOT)  (M,F OR BT3)
     E
```

Figure 28–6. RPTBCT Location Availability update sample

Section IV
Output Description

28–11. Output
RPTBCT provides output in the form of the following reports:

   a. Quotas report. The Quotas report lists BT quotas and reservations for the user specified location, applicant type, and range of reception station dates. Totals are also printed at the end of the report. See table 28–1 for a detailed description of the contents of the Quotas report.

   b. Assignments report. The Assignments report lists the primary and secondary BCT/BT locations for the user specified AIT location or location ID.

   c. Location Availability report. The Location Availability report lists the availability of training for specified applicant types. For each reported location, the report indicates the type of applicant for whom training is available for the user specified range of reception station weeks. See table 18–2 for a description of the report's contents.

Table 28–1E
RPTBCT Quotas report description

Field Name	Field Label	Content Description
Type of report	MALE, FEMALE or BT3	The type of applicant to be reported.
Location	LOCATION	The name of the location(s) specified by the user.
BT capacity	BT CAPACITY	The Basic Training capacity for the given locations.
BT reservations	BT RES	The Basic Training reservations for the specified locations.
OSUT capacity	OSUT CAPACITY	The One Station Unit Training capacity for the given location.
Active Army reservations for BT	AR RES BT	The number of Basic Training reservations for Active Army applicants for each location listed.

Table 28–1E
RPTBCT Quotas report description—Continued

Field Name	Field Label	Content Description
Active Army reservations OSUT	AA RES OSUT	The number of One Station Unit Training reservations for Active Army applicants for each location listed.
Army Reserve reservations for BT	AR RES BT	The number of Basic Training reservations for Army Reserves for each location listed.
Army Reserve reservations OSUT	AR RES OSUT	The number of One Station Unit Training reservations for Army Reserve applicant's for each location listed.
National Guard reservations for BT	NG RES BT	The number of Basic Training reservations for National Guard applicant's for each location listed.
National Guard reservations OSUT	NG RES OSUT	The number of One Station Unit Training reservations for National Guard applicant's for each location listed.
Summary of OSUT and BT totals	TOTAL	Reports the total capacity and program limit for each category.
Limit	LIMIT	The limit on the reservations for the type and component indicated.

28–11A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

28–12. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX

```
: SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
: ILLEGAL XXXX PASSED TO XXXXXX
: BAD XXXX IN XXXXXX
: IN XXXXX – X   XXXXX
: CANNOT FIND XXXX ON XXXXXX
```
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
      VALIDATING XXXXXX IN XXXXXX
      READING XXXXXXX
      IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
      VALIDATE XXXX – X   XXXXX
  DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

28–13. Operation errors

The following list contains possible operation errors and the corrective action to be taken for each.

Table 28–1F
Operation errors

MESSAGE: ERROR—INVALID ACTION
ACTION: The user has entered an invalid character under the ACTION data item title. Enter a valid action code for the functional mode in use.

MESSAGE: ERROR—AIT LOCATION/LOCATION ID NOT IDENTIFIABLE
ACTION: The AIT location or location ID entered by the user is invalid. Enter a valid location ID or name of AIT location.

MESSAGE: _____ NOT A VALID BCT/BT LOCATION
ACTION: The training location is invalid. Enter the name of a valid training location.

MESSAGE: ***INVALID ACTION***
ACTION: The user has entered an invalid character under the ACTION data item title. Enter a valid action code for the functional mode in use.

MESSAGE: ***INVALID RECSTA DATE… NOT IN FILE***
ACTION: The reception station date entered is not on file. Enter a valid reception station date in DD/MM/YY format, including the slashes.

MESSAGE: ***INVALID BCT RESPONSE***
ACTION: The user has entered an invalid BCT location. Enter a valid BCT location:

MESSAGE: ERROR—LOCATION NOT FOUND ON FILE
DO YOU WANT A LISTING OF ALL LOCATIONS?
ACTION: The location entered is invalid. Enter Y to obtain a list of valid AIT location names or enter N and then enter the name of an AIT location when the prompt is repeated.

MESSAGE: ERROR—INVALID TYPE
ACTION: The applicant type is invalid. Enter MALE, FEMALE, BT3.

MESSAGE: LOCATIONS/UNAVAILABLE FOR THIS WEEK
ACTION: The training location specified is not in use for the specified week and applicant type. Enter a different location, type or reception station date.

Table 28–1F
Operation errors—Continued

MESSAGE: NO LOCATION AVAILABLE
ACTION: There is no training location available for the specified applicant type and reception station date. Enter a different type or date.

MESSAGE: UPDATE NOT ALLOWED
ACTION: The program will print this message and end. The user's ID is not cleared for updating. Only management users may update.

Chapter 29
FINDSS Program

Section I
Program Summary

29–1. Purpose
The FINDSS program allows the user to find recruits (Active Army, Army Reserve, and National Guard) with similar social security numbers. The user enters one social security number and the program generates the social security numbers (SSNs) of recruits at one location ID or all LOCIDs whose SSNs share a user–specified number of digits with the SSN entered.

For AR and NG recruits, for whom the correct nine–digit SSN is known, but the LOCID is not known, the PREVENT file will be searched first to determine the SP1 and/or SP2 LOCIDs. Then the appropriate recruit file will be searched. This processing improved the efficiency of the FINDSS program. See paragraph 29–7 for the procedures and input for this type of search.

29–2. Applicability
The FINDSS program is accessed by the following user groups:
 a. KEYSTONE Branch,
 b. Accession Management Branch,
 c. USAREC,
 d. FORSCOM, and
 e. National Guard Bureau.

29–3. Options
FINDSS provides the user with the options of generating a report by one location ID, all location IDS or, in the case of Army Reserve, by all in–service recruits.
 For AR and/or NG recruit records for which the complete SSN is known, procedures in paragraph 29–7 trace the most efficient processing. The SSN INDEX (the PREVENT file) is searched for Component and LOCID before the Recruit file search. See figure 29–3 for a sample execution.

Section II
Input Requirements

29–4. Data Items
FINDSS requires the user to enter the items described below in table 29–1.

Table 29–1
FINDSS input data items

Field Name	Field Label	Valid Values
Location ID	LOCATION ID	Enter the code for the location ID from which social security number are to be generated.
Social Security number	SOC SEC NO	Enter a nine–digit social security number, without slashes.

29–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

29–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters FINDSS and depresses the carriage return key. The program is now ready to communicate with the user.

29–6. Procedures

Follow the procedures described below to generate social security numbers for which some digits are not known.

Table 29–2
Procedures to Generate Social Security Numbers

FINDSS: AA, AR, NG OR END
USER:
1. Enter AA to generate social security numbers of recruits in the Active Army. Proceed to the next prompt.
2. Enter AR to generate social security numbers of recruits in the Army Reserve. Skip the following prompt.
3. Enter NG to generate social security numbers of recruits in the National Guard. Proceed to the next prompt.
4. Enter E to terminate processing.
5. Depress the carriage return key.

FINDSS: ENTER LOCATION ID, ALL OR END
USER:
1. Enter a valid location ID to obtain social security numbers for that LOCID within the specified component type. Skip the following prompt.
2. Enter ALL to obtain social security numbers for all LOCIDs within the specified component type. Skip the following prompt.
3. Enter E to terminate processing.
4. Depress the carriage return key.

FINDSS: ENTER LOCATION ID, ISR, ALL OR END
USER:
1. Enter a valid location ID to obtain social security numbers for that LOCID within the Army Reserve.
2. Enter ISR to obtain social security numbers for In–service Recruits within the Army Reserve.
3. Enter ALL to obtain social security numbers for all LOCIDs within the Army Reserve.
4. Enter E to terminate the program.
5. Depress the carriage return key.

FINDSS: ENTER SOC SEC NO OR END
USER:
1. Enter a valid nine–digit social security number, without the slashes, to obtain a report of similar social security numbers within the specified component and location ID(s).
2. Enter E to terminate the program.
3. Depress the carriage return key.

FINDSS: ENTER MAX NO OF INCORRECT DIGITS ALLOWED
USER:
1. Enter the maximum number of digits that the SSNs to be generated can have which do not match those of the user–specified SSN.
2. Depress the carriage return key. FINDSS prints the desired report and prompts the user to either enter another location ID or End.

29–7. Procedures for AR and NG when all nine–digits of the SSN are known

See figure 29–3 for a sample execution.

Table 29–3
Procedures for AR and NG when all nine–digits of the SSN are known.

FINDSS: AA, AR, NG OR END
USER:
1. Enter AR or NG.
2. Enter END to terminate the program.
3. Depress the carriage return key.

FINDSS:
(AR) ENTER LOCATION ID, ISR, ALL OR END
(NG) ENTER LOCATION ID, ALL OR END
USER:
1. Enter ISR or ALL.
2. Enter END to return to the initial prompt.
3. Depress the carriage return key.

FINDSS: ENTER SOC SEC NO OR END
USER:
1. Enter the nine–digit social security number with no spaces or dashes.
2. Enter END to return to the previous prompt.
3. Depress the carriage return key.

FINDSS: ENTER THE MAX NO OF INCORRECT DIGITS ALLOWED
USER:
1. Enter 0 (zero).
2. Depress the carriage return key.

FINDSS:
Prints the report OR a message and/or prompt as follows:
(1) For AR or NG records where the COMPONENT on the PREVENT file record does not match the component entered by the user:
'THE ARMY COMPONENT ENTERED DOES NOT MATCH THE ARMY COMPONENT FOUND ON THE PREVENT FILE RECORD. SSN XXXXXXXXX WAS FOUND AT LOCID XXX PLEASE REENTER ARMY COMPONENT'
USER: 1. Enter the component which corresponds to the LOCID displayed above.
2. Depress the carriage return key.
FINDSS: Returns the user to the initial prompt. For greatest efficiency, enter all known information as prompts appear.
(2) For AR and NG with no PREVENT file record:
SSN XXXXXXXXX NOT FOUND ON SSN INDEX (PREVENT) FILE
RECRUIT FILE SEARCH BEGINS.
.
.
.

Prints report or
'SSN XXXXXXXXX NOT FOUND ON THE RECRUIT FILE.'
(3) For AR and NG records on the PREVENT file with no corresponding recruit record:
'THERE IS NO RECRIT FILE RECORD FOR SSN XXXXXXXXX AT LOCID XXX AS IS INDICATED ON THE PREVENT FILE'

Section IV
Output Description

29–8. Output

FINDSS provides a list of social security numbers which are similar to a social security number entered by the user. The similar SSNs may be grouped by one location ID within a specified Army component, all location IDS within a specified component or all In–service Recruits (if the user specified Army Reserve). See figure 29–1 and 29–2 for sample FINDSS reports.

```
AA, AR, NG OR END AA

ENTER LOCATION ID, ALL OR END AKK

ENTER SOC SEC NO OR END 123444567

ENTER MAX NO OF INCORRECT DIGITS ALLOWED 5

PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

        SOC SEC#  / LOCID /
        123449111   AKK
        161547561   AKK
        162525567   AKK
        164484877   AKK
        169440561   AKK
        170444551   AKK
        173489575   AKK
        173544074   AKK
        173565560   AKK
        175542562   AKK
        179489517   AKK
        180404727   AKK
        183444694   AKK
        183565527   AKK
        192484667   AKK
        193424377   AKK
        193566561   AKK
        199443707   AKK

ENTER LOCATION ID, ALL OR END END
```

Figure 29–1. FINDSS report for Active Army

```
AA, AR, NG OR END AR

ENTER LOCATION ID, ISR, ALL OR END 10

ENTER SOC SEC NO OR END 123444567

ENTER MAX NO OF INCORRECT DIGITS ALLOWED 5

PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)


SOC SEC*  / LOCID /
123504927    10
194484907    10
194484907    10
226944861    10
253748560    10
321585567    10
321585567    10


ENTER LOCATION ID, ISR, ALL OR END END
```

Figure 29–2. FINDSS report for Army Reserve

AA, AR, NG OR END
`AR`

ENTER LOCATION ID, ISR, ALL OR END
`ALL`

ENTER SOC SEC NO OR END
`222555111`

ENTER MAX NO OF INCORRECT DIGITS ALLOWED
`0`

THE ARMY COMPONENTS ENTERED DOES NOT MATCH THE ARMY COMPONENT FOUND ON THE
PREVENT FILE RECORD. SSN 222555111 WAS FOUND AT LOCID DE.

PLEASE REENTER THE ARMY COMPONENT.

AA, AR, NG OR END
`NG`

ENTER LOCATION ID, ALL OR END
`DE`

ENTER SOC SEC NO RO END
`222555111`

ENTER MAX NO OF INCORRECT DIGITS ALLOWED
`0`

PERSONNEL DATA–PRIVACY ACT OF 1974 (5 USC 552A)

SOC SEC# / LOCID /
222555111   DE
222555111   DE

ENTER LOCATION ID, ALL OR END
`END`

Figure 29–3. FINDSS procedures sample for AR or NG when nine–digit SSN is known, and LOCID not known

29–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

29–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX

RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X   XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
    VALIDATING XXXXXX IN XXXXXX
    READING XXXXXXX
    IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
    VALIDATE XXXX – X   XXXXX
    DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

29–10. Operation Errors
The following list contains possible operation error messages and the corrective action to be taken for each.

Table 29–4
Operation Errors

MESSAGE: INVALID RESPONSE
ACTION: The user has entered an invalid response. Select and enter a valid response.

Table 29–4
Operation Errors—Continued

MESSAGE: NUMBER MUST BE BETWEEN XXXXXX AND XXXXXX
ACTION: The user has entered an invalid range of numbers. Select and enter a valid range of numbers.

MESSAGE: INVALID LOCID
ACTION: The user has entered an invalid location ID. Select and enter a valid location ID.

MESSAGE:
(1) SSN XXXXXXXXX NOT FOUND ON THE RECRUIT FILE.
(2) SSN XXXXXXXXX NOT FOUND ON THE SSN INDEX (PREVENT) FILE RECRUIT FILE SEARCH BEGINS.
(3) THERE IS NO RECRUIT FILE RECORD FOR SSN XXXXXXXXX AT LOCID XXX AS IS INDICATED ON THE PREVENT FILE.
(4) SSN XXXXXXXXX NOT FOUND ON THE RECRUIT FILE.

ACTION: These are all information messages which may occur during FINDSS processing and are followed by data entry prompts which allow the user to continue or terminate the program.

Chapter 30
REPCCN Program

Section I
Program Summary

30–1. Purpose
The REPCCN program generates a contract control number (CCN) for an applicant. The user specifies the social security number, name, and location ID of the applicant for whom a contract control number is desired. It is possible to generate CCNs for as many applicants as desired without terminating the REPCCN program. The CCN is not used elsewhere in the program.

30–2. Applicability
The REPCCN program is accessed by the following user groups:
   a. NGB
   b. KEYSTONE Branch
   c. Accession Management Branch

Section II
Input Requirements

30–3. Data Items
REPCCN requires the user to enter the items described below in table 30–1.

Table 30–1
REPCCN input data items

Field Name	Field Label	Valid Values
Location identification code	LOC ID	Enter the location where the recruits reservation was made.
Social Security number	SOC SEC NO	Enter the recruit's a nine–digit social security number with no spaces or dashes.
Name	NAME	Enter the recruit's name in last name, first name, middle initial order.
Reservation date	RES DATE	Enter the date on which the reservation was made, in DD/MM/YY format.

30–3A. (Title not used)

Paragraph not used.

Section III
Program Operation

30–4. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters REPCCN and depresses the carriage return key. The program is now ready to communicate with the user.

30–5. Procedures

Follow the procedures described below to generate a contract control number for an applicant. See figure 30–1 for a sample execution of the REPCCN program.

Table 30–2
Procedures to generate a contract control number for an applicant

---

REPCCN: LOC ID/SOC SEC NUMBER/NAME /RES. DATE
USER:
1. Enter the four data items directly under the data titles and between the slashes. See table 30–1 for specific formats.
2. Depress the carriage return key.

REPCCN: A VALID CCN# IS XXXXXXX

ANOTHER CASE (Y OR N)?
USER:
1. Enter Y and depress the carriage return key to generate a CCN for another applicant. REPCCN repeats the initial prompt.
2. Enter N and depress the carriage return key to terminate the program.

```
            PERSONNEL DATA-PRIVACY ACT OF 1974 (5 USC 552A)

    LOC ID/SOC SEC NUMBER/NAME                        /RES. DATE
    10          021021021        DOE JOHN J            01/06/82
    A VALID CCN# IS 660603

    ANOTHER CASE (Y OR N)? N
```

Figure 30–1. REPCCN sample execution

Section IV
Output Description

30–6. Output

REPCCN provides a CCN for each applicant specified by the user. There is no other output. Figure 30–1 is a sample execution of the program.

30–6A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

30–7. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X XXXXX
   : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
    VALIDATING XXXXXX IN XXXXXX
    READING XXXXXXX
    IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
    VALIDATE XXXX – X XXXXX
    DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)

21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

30–8. Operation Errors
The following list contains possible operation error messages and the corrective action to be taken for each.

Table 30–3
Operation Errors

MESSAGE:
INVALID LOCATION ID
INVALID SOCIAL SECURITY NUMBER
INVALID ENTRY FOR NAME
INVALID RESERVATION DATE

ACTION: All the above messages are followed by the prompt: ANOTHER CASE (Y OR N)? To make any correction, the user enters Y and starts again. See table 30–1 for specific data items and formats.

Chapter 31
QUALS Program

Section I
Program Summary

31–1. Purpose
The QUALS program enables users to report and update a variety of information contained on the REQUEST Qualifications file. Users can generate up to 18 different reports and can choose from 18 processing criteria to update. Paragraph 31–5 provides an explanation of the processing criteria reported and updated by the QUALS program.

31–2. Applicability
The QUALS program is accessed by the following user groups:
  a. DCSOPS/DCSPER,
  b. KEYSTONE Branch,
  c. Accession Management Branch,
  d. OCAR/FORSCOM,
  e. RCPAC,
  f. DRC/MEPS,
  g. Reception Stations,
  h. TRADOC, and
  i. National Guard Bureau.

31–3. Functions
QUALS has three functions. The program enables users to report and update information relating to MOS qualifications. Table 31–1 contains brief descriptions of the QUALS report and update types. In addition, the Instructions function enables users to generate information on valid entries for the program.
  a. Report allows users to generate up to 18 different report types.
  b. Update allows users to add, change, or delete 18 different update types.
  c. Instructions allows users to generate lists of valid entries for the QUALS program. Instructions prints a list of the valid report and update types, the valid logical relationships, the valid factor abbreviations, and the valid abbreviations for changing the MOS description record.

Table 31–1
QUALS report and update types

Abbreviation	Title	Description
ALR	AIT Location	Reports the AIT locations for specified MOSs.
ALU	AIT Location	Updates the AIT locations for specified MOSs.
AMO	Add One MOS	Adds MOSs and their descriptions to the Qualifications file.
AMR	All Records for One MOS	Reports the records for specified components, years and MOSs.
ATO	Automatic Fine Tuning Update	Updates fine tuning percentages for specified fiscal years.
CMR	CMF-MOS Associations	Reports the MOSs in a specified Career Management Field (CMF).
CMU	CMF-MOS Associations	Updates the MOSs in a CMF.
DES	MOS Description	Updates the fixed portion record for a specified MOS.
DMO	Delete One MOS	Deletes MOSs from the Qualifications file.
FTR	Fine Tuning Percentages	Reports the fine tuning percentages for specified MOSs and fiscal years.
FTU	Fine Tuning Percentages	Updates fine tuning percentages for specified MOSs and fiscal years.
MPR	MOS Priority	Reports the MOSs in a priority ranking.
MQR	Minimum Qualifications	Reports the minimum qualifications for specified MOSs.
MQU	Minimum Qualifications	Updates the minimum qualifications for specified MOSs.
PRQ	MOS Prerequisite Course Length	Reports prerequisite MOSs and prerequisite course lengths for specified MOSs.
QLR	MOS Qualifications	Reports the course lengths and qualifications for specified MOSs.
RAT	No Show and Attrition Rates	Reports the percentage of individuals expected not to appear for AIT and the percentage of individuals expected to fail AIT for specified MOSs.
REU	MOS Title and Remarks	Updates the title and additional remarks for specified MOSs.
RFT	Replicate Fine Tuning	Duplicates fine tuning percentages from a specified MOS and fiscal year for other specified MOSs and fiscal years.
RTD	Replicate Time Dependent	Duplicates a time dependent factor from a specified MOS for other specified MOSs.
RUR	Report of User Records	Reports valid user IDs and the processing capabilities associated with these IDs.
RUU	Update User Record	Updates valid user IDs and the processing capabilities associated with those IDs.
SCR	Skill Cluster/MOS Associations	Reports MOSs in a specified skill cluster.
SCU	Skill Cluster/MOS Associations	Updates MOSs in a specified skill cluster.
SER	Seasonality	Reports the seasonality weights for specified reception station dates, by which minimum qualifications are multiplied to adjust seasonal recruit entry levels.
SEU	Seasonality	Updates the seasonality weights by which seasonal recruit entry levels are adjusted.
SMR	Staff Member ID-MOS Associations	Reports the MOSs in a specified staff ID.
SMU	Staff Member ID-Associations	Updates the MOSs in a specified staff ID.
SWR	Search Window	Reports the number of weeks in the future a recruit may search for an AIT reservation based on the recruit's qualifications.
SWU	Search Window	Updates the search window for specified factors.
TDR	Time Dependent	Reports time dependent factors for MOSs.
TDU	Time Dependent	Updates time dependent factors for MOSs.
WLR	Wait List Minimum Qualifications	Reports the minimum qualifications which must be met in order for an applicant to be offered Wait List status for specified MOSs.
WLU	Wait List Minimum Qualifications	Updates the minimum qualifications which must be met in order for an applicant to be offered Wait List status for specified MOSs.
XQR	MOS Description and Mandatory Qualifications	Reports the description and mandatory qualifications for specified MOSs.
YPR	Yearly Percentages	Reports yearly enlistment goals and enlistment percentages for specified fiscal years.

31–4. Options

QUALS provides the user with the following options under the Update mode: Add, Change, Delete, OK and Display.

a. Add enables users to enter new information on the Qualifications file.

b. Change allows users to modify existing information.

c. Delete enables users to erase information from the file.

d. OK allows users to implement the changes made to the system. If OK is not entered when prompted for, the changes made during that update session will be erased and the information will appear as it was previously.

e. Display allows users to view the information modified during the Update mode.

31–5. Processing criteria

QUALS provides the user with the opportunity to process information residing on the Qualifications file. The criteria the user may report or update include the following:

a. Priority ranking. Priority ranking determines the Army's need to fill reservations for an MOS. MOSs with a rank of 1 possess the most urgent need to be filled; MOSs with a rank of 5 have the least urgent need to be filled.

b. Fine tuning. Fine tuning percentages determine the maximum percentage of individuals of a certain enlistment type eligible for an MOS in a specified fiscal year. For example, a fine tuning percentage of 25% for non–prior service (NPS) males signifies that up to 25% of all individuals in that MOS can be NPS males.

c. Minimum and mandatory qualifications. Minimum qualifications and mandatory qualifications are the same thing. An individual must possess the specified minimum/mandatory qualifications in order to be eligible for an MOS.

d. Time dependency and seasonality. Time dependent factors enable the Army to adjust seasonal recruit entry levels to account for surpluses or shortfalls. Time dependent factors are those factors specified as criteria for seasonality. Seasonality multipliers are weights attached to the time dependent factors. The values for the time dependent factors are multiplied by the seasonality weights to adjust the recruit's qualifications to meet the Army's needs. For example, during the summer, the entry level for recruits is very high. Therefore, the Army usually has a surplus of recruits. To level off the number of recruits eligible for an MOS, the Army multiplies the recruit's time dependent factor values by the seasonality weights. Only those recruits whose qualifications still meet the required minimum after the weights have been attached will be eligible for the MOS. This ensures that recruits with higher scores will be placed in desired MOSs.

e. Skill cluster. A skill cluster is a group of MOSs aggregated by skill similarities.

f. Staff ID. A staff ID is an aggregation of MOSs for which an Army individual is responsible.

g. Search window. The search window is the number of weeks in the future a recruit can reserve an AIT class space. Individuals with higher qualifications will be able to have a choice of more AIT classes by having a larger search window.

h. Additional remarks. Additional remarks can help describe the MOS or can detail additional requirements individuals need for the MOS. Additional remarks are optional.

i. Linked factors. Linked factors are factors which have inter–dependent values. For example, years of education and the education code can be linked. If the education code is for a high school graduate, then the value for years of education must be consistent with the value for the education code.

j. Fixed and variable portions of an MOS record. The fixed portion of an MOS record includes such information as OSUT indicators, AIT course lengths, and component eligibility. Here, the same factors appear. For the variable portion, different factors may appear according to the user's specification. Information in this portion of the record includes minimum qualifications, fine tuning percentages, titles and remarks, and time dependent factors.

Section II
Input Requirements

31–6. Data Items

QUALS requires the user to enter the items described below in table 31–2a.

Table 31–2A
QUALS input data items

Field Name	Field Label	Valid Values
MOS code	MOS(4)	Enter the desired MOS code. (Note: the file may hold a maximum of 500 MOSs).
Staff ID	STAFF ID(2)	Enter the desired staff ID to be reported or updated.
Skill Cluster	SKILL CLUSTER(2)	Enter the desired skill cluster to be reported or updated.
Army Component	COMPONENT(2)	Enter the desired Army component. AA = Active Army AR = Army Reserve NG = National Guard.
Start reception station week	START RECSTA WEEK(2)	Enter the desired start week number, from 1 to 60, for the range of RECSTA weeks to be reported.
End reception	END RECSTA WEEK(2)	Enter the complete name of the end week number, from 1 to 60, for the range of RECSTA weeks to be reported or updated.
Factor name	FACTOR NAME(32)	Enter the complete name of the desired factor to be reported or updated. The user can enter up to five factors for a component.
Fiscal year	FY(2)	Enter the desired fiscal year to be reported or updated.
Operator	OP(2)	Enter the desired operator to define the valid values for the factor. EQ = equal to NE = not equal to GT = greater than LT = less than GE = greater than or equal to LE = less than or equal to BE = between NB = not between (Note: the operator CL for cluster cannot be entered for the QUALS program.)
Factor value 1	FACTOR VALUE 1(16)	Enter the valid value for the factor.
Factor value 2	FACTOR VALUE 2(16)	Enter the second valid value for the factor. This is used for operators of BE and NB only. For any other operators, leave this value blank.
User ID	USER NUMBER(3)	Enter the desired three-digit user ID from 100 to 999.
Processing type	USER TYPE(1)	Enter the desired processing type associated with a user ID. R = report only U = update all factors L = limited report (the user can only generate the QLR report) F = specified factor update.
Priority ranking	PRIORITY(1)	Enter the priority to be reported. Valid values are from 1 to 5 (1 is high; 5 is low).
Seasonality multiplier	MULTIPLIER(5)	Enter the seasonality multiplier from .01 to 99.99 (the larger the multiplier, the higher the score).
Factor abbreviation	FACT ABB(8)	Enter the desired factor abbreviation for the MOS. The user can enter up to five factors for a component.
Male OSUT availability indicator	AVAIL MAL(1)	Enter Y if one station unit training (OSUT) is available to males, or enter N if OSUT is not available to males.
Female OSUT availability indicator	AVAIL FEM(1)	Enter Y if OSUT is available to females, or enter N if OSUT is not available to females.
Male OSUT indicator	OSUT MAL(1)	Enter Y if there is a class taught OSUT for males, or enter N if there is no class taught OSUT for males.
Female OSUT indicator	OSUT FEM(1)	Enter Y if there is a class taught OSUT for females, or enter N if there is no class taught OSUT for females.

Table 31–2A
QUALS input data items—Continued

Field Name	Field Label	Valid Values
Civilian Acquired Skill indicator	CAS(1)	Enter the desired CAS code. 0=No CAS. 1=CAS without AIT. 2=CAS with AIT. 3=CAS only (RMS).
Bonus indicator	BN(Y)	Enter Y if bonuses are available for the MOS, or enter N if bonuses are not available.
Veterans Educational Assistance Program indicator	VP(1)	Enter Y if VEAP is available, or enter N if VEAP is not available.
Unit distribution percentage	UNT%(3)	Enter a percentage from 0 to 100 to represent the percentage of individuals in each unit that can be assigned to the MOS.
Attrition rate percentage	ATR%(3)	Enter a percentage from 0 to 100 to represent the expected attrition rate.
No show rate percentage	N–S%(3)	Enter a percentage from 0 to 100 to represent the expected no show rate.
AIT course length	AIT(5)	Enter the number of weeks and days for the AIT class length in WW/DD format.
OSUT course length	OSUT(5)	Enter the number of weeks and days for the OSUT class length in WW/DD format, if applicable.
Split Phase 1 course length	PH1(5)	Enter the number of weeks and days for Phase 1 training in WW/DD format, if applicable.
Split Phase 2 course length	PH2(5)	Enter the number of weeks and days for Phase 2 training in WW/DD format, if applicable.
Beginning date for OSUT male	OSUT–MAL(8)	Enter the date OSUT is to begin for males in DD/MM/YY format, if applicable.
Beginning date for OSUT female	OSUT–FEM(8)	Enter the date OSUT is to begin for females in DD/MM/YY format, if applicable.
Fine tuning percentages		Enter fine tuning percentages for each component and for each enlistment type within a component.
Condition	CONDITION(2)	Enter a valid condition for a time dependent factor. (Conditions are the same as operators.) EQ = equal to NE = not equal to GT = greater than GE = greater than or equal to LT = less than LE = less than or equal to BE = between NB = not between
AIT location	LOCATION(10)	Enter up to 10 valid AIT locations.
Personnel Security Screening Detachment	PSD(1)	Enter Y if PSSD processing is required, or enter N if it is not required.
Availability indicator	AVAIL AA AR NG(l)	Enter a Y under each component for which the MOS is open, or enter N under each component that may not be assigned to the MOS.
Prerequisite indicator	PREQ MOS(1)	Enter Y if the MOS has any prerequisite MOSs, or enter N if the MOS has no prerequisite MOSs.
Prerequisite MOS	REQS PREQ(4)	Enter a prerequisite MOS if the prerequisite indicator is set to Y. An MOS can have a maximum of two prerequisites. Leave blank if the indicator is set to N.
Time Dependent Record Number	#TD	Number of time dependent records for this MOS.

Table 31–2A
QUALS input data items—Continued

Field Name	Field Label	Valid Values
Qualifying ASVAB#1	QASVAB#1	Qualifying Armed Services Vocational Aptitude Battery Test #1 10–GT General Technical Test Score 11–GM General Maintenance Test Score 12–EL Electronics Test Score 13–CL Clerical Test Score 14–MM Mechanical Maintenance 15–SC Surveillance and Communications 16–CO Combat Test Score 17–FA Field Artillery 18–OF Operator and Food Test Score 19–ST Skilled Technical Test Score
Qualifying ASVAB#2	QASVAB#2	See QASVAB#1
Qualifying ASVAB#3	QASVAB#3	See QASVAB#1
Capacity Constrained Indicator	CAP	1 or 0 (Yes or No) The capacity is/is not constrained for the MOS.
Modernization Indicator	MOON	1 or 0 (Yes or No) The MOS is/is not modernized.
Technical MOS Indicator	HITEC	1 or 0 (Yes or No) The MOS is/is not a technical MOS.
Special Requirement Indicator	SPCL	1 or 0 (Yes of No) There is/is not a special requirement for this MOS.
Term of MOS	TRM	# of years Integer The length of a term in the MOS.
Top 20 Indicator	T20	1 or 0 (Yes or No) MOS requires/does not require an individual to score in the top 20%.
Second 20 Indicator	S20	1 or 0 (Yes or No) MOS requires/does not require an individual to score in the top 40%.
Bottom 40 Indicator	B40	1 or 0 (Yes or No) The MOS will/will not accept individuals scoring in the bottom 40%.
BAT Override Indicator	BATOVR	Basic Airborne Training Override Indicator.
MOS Strength Factor	MEPQUAL	Enter the number of pounds an applicant must be able to lift to qualify for a particular MOS. The value is a letter representing a specific weight range. E = Not Tested F = 1–39 lbs. G = 40–49 lbs. H = 50–59 lbs. J = 60–69 lbs. K = 70–79 lbs. L = 80–89 lbs. M = 90–99 lbs. N = 100–109 lbs. P = 110–119 lbs. Q = 120–129 lbs. R = 130–139 lbs. S = 140–149 lbs. T = 150–159 lbs. U = 160–169 lbs. V = 170–179 lbs. W = 180–189 lbs. X = 190–199 lbs. Z = 200+ lbs.
Split 1 male OSUT indicator	SP1OM	Enter YES if this is a Split 1 OSUT for men. Enter NO if this is not Split 1 OSUT. Enter N/A if this is not available.
Split 1 female OSUT indicator	SP1OF	Enter YES if this is a Split 1 OSUT for women. Enter NO if this is not Split 1 OSUT. Enter N/A if this is not available.

31–2A. (Title not used)

Paragraph not used.

Section III
Program Operation

31–7. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:ENTER

PROGRAM NAME, 'LIST' OR 'OFF'

The user enters QUALS and depresses the carriage return key. The program is now ready to communicate with the user.

31–8. Procedures

Follow the procedures described below to execute the QUALS program. Figures 31–1 through 31–13 contain sample output for 13 of the QUALS report and update types.

Prompt (1): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT UPDATE(I) OR 'END':
This prompt is hereafter referred to as the 'Initial QUALS prompt'.

Table 31–2B
Procedures to execute the QUALS program

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter R to generate QUALS reports. Refer to paragraph 31–9 for report procedures.	2
Enter U to update information on the Qualifications file Refer to paragraph 31–10 for update procedures.	39
Enter I to obtain a list of the valid report and update types and the valid abbreviations. QUALS prints the instructions and repeats the above prompt.	1
Enter END to terminate the program.	EXIT
2 Depress the carriage return key.	

31–9. QUALS Report mode procedures.

Prompt (2): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER REPORT TYPE DESIRED OR 'END':

Table 31–2C
QUALS Report mode procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter MQR to report minimum MOS qualifications. Refer to paragraph 31–9(g) for procedures.	20
Enter MPR to report MOS priorities. Refer to paragraph 31–9(a) for procedures.	3
Enter TDR to report time dependent factors for MOSs. Refer to paragraph 31–9(h) for procedures.	35
Enter RAT to report no–show and attrition rates. Refer to paragraph 31–9(g) for procedures.	21
Enter FTR to report fine tuning percentages. Refer to paragraph 31–9(g) for procedures.	22
Enter XQR to report MOS descriptions. Refer to paragraph 31–9 (g) for procedures.	23
Enter ALR to report AIT locations. Refer to paragraph 31–9(g) for procedures.	24
Enter SER to report the seasonality weights. Refer to paragraph 31–9(b) for procedures.	6
Enter SWR to report the search window. Refer to paragraph 31–9(c) for procedures.	9
Enter AMR to report all records for a component/year/MOS combination. Refer to paragraph 31–9(d) for procedures.	11
Enter QLR to report MOS qualifications and course lengths. Refer to paragraph 31–9(g) for procedures.	25
Enter CMR to report CMF–MOS associations. Refer to paragraph 31–9(e) for procedures.	13

Table 31–2C
QUALS Report mode procedures—Continued

Steps	Next Prompt
Enter SMR to report staff ID–MOS associations. Refer to paragraph 31–9(e) for procedures.	15
Enter YPR to report yearly enlistment goals and percentages. Refer to paragraph 31–9(g) for procedures.	26
Enter RUR to report valid user IDS and associated processing capabilities. Refer to paragraph 31–9(f) for procedures.	18
Enter PRQ to report MOS prerequisites and course length. Refer to paragraph 31–9(g) for procedures.	27
Enter SCR to report skill cluster–MOS associations. Refer to paragraph 31–9(e) for procedures.	16
Enter WLR to report minimum Wait List qualifications. QUALS prints the report of minimum Wait List qualifications without further input by the user. After printing the report, QUALS returns to the initial QUALS prompt. Figure 31–1 illustrates the operation of the QUALS WLR Report mode.	1
Enter END to return to the initial QUALS prompt.	1
2 Depress the carriage return key.	1

a. QUALS MPR report generation procedures.

Prompt (3): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS ONE OR ALL MOS PRIORITIES.

Table 31–2D
QUALS MPR report generation procedures.

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	4

Prompt (4): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT ALL PRIORITIES?...ANSWER 'Y', 'N' OR 'END':

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to report all priorities. QUALS prints the report and repeats the above prompt.	4
Enter N to report only one priority. Proceed to the next prompt.	5
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (5): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PRIORITY=?

Steps	Next Prompt
Enter the desired priority. QUALS prints the report and repeats the initial MPR report prompt.	4
2 Depress the carriage return key.	

b. QUALS SER report generation procedures.

Prompt (6): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT SEASONALITY RECORDS FOR DESIRED COMPONENT(S)

Note. SEASONALITY RECORDS EXIST FOR ONLY AA COMPONENT

Table 31–2E
QUALS SER report generation procedures.

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	7

Prompt (7): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

COMPONENT (AA) OR 'END':

1 The user should now enter **one** of the following responses:	
Enter AA for Active Army to generate the seasonality report. Proceed to the next prompt.	8
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (8): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

START RECSTA WEEK#/END RECSTA WEEK#

1 **Enter the start and end RECSTA week numbers** for the range of weeks to be reported. QUALS prints the report and repeats the initial SER report prompt.	7
2 Depress the carriage return key.	

c. QUALS SWR report generation procedures.

Prompt (9): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS THE SEARCH WINDOWS FOR A COMPONENT AND FACTOR(S)

Note. SEARCH WINDOW RECORDS EXIST FOR ONLY AA COMPONENT.

Table 31–2F
QUALS SWR report generation procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	9

Prompt (10): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

COMPONENT (AA) OR 'END'/FACTOR NAME OR 'ALL'.

1 The user should now enter **one** of the following responses:	
Enter AA and the desired factor name to generate the report for one factor. QUALS prints the report and repeats the initial SWR report prompt.	10
Enter AA and ALL to generate the report for all factors. QUALS prints the report and repeats the initial SWR report prompt.	10
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

d. QUALS AMR report generation procedures.

Prompt (11): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS ALL RECORDS FOR ONE COMPONENT/MOS COMBINATION. THIS INCLUDES: 1) XQUAL 2) TIME DEPENDENT WITH OR WITHOUT SEASONALITY.

Table 31–2G
QUALS AMR report generation procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	12

Prompt (12): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

COMPONENT OR 'END' / MOS / SEASONALITY / FINE TUNING
(AA, AR OR NG)   (Y OR N)   (Y OR N)

1 The user should now enter **one** of the following responses:	
Enter the desired component, and MOS, and indicate whether seasonality and fine tuning percentages are to be included in the report. QUALS prints the report, and repeats the initial AMR report prompt.	12
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

e. QUALS CMR, SMR and SCR report generation, procedures.

Prompt (13): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS THE MOS CODES ASSOCIATED WITH ONE OR ALL CMFS.

Table 31–2H
QUALS CMR, SMR and SCR report generation, procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	14

Prompt (14): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER CMF, 'ALL', OR 'END':

1 The user should now enter **one** of the following responses:	
Enter the CMF code to generate the report for a specific CMF. QUALS repeats the initial CMR report prompt.	14
Enter ALL to generate the report for all CMFs. QUALS repeats the initial QUALS prompt.	1
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (15): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	1
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	15
Example: M, 11B1, 11G1	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	15
Example: I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	15
Enter E to return to the initial QUALS prompt.	1
2 The next user action depends upon the user selection above.	
If the user chose:	
A, H or E, depress the carriage return key (or enter key) **once;**	
M or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above.	

Table 31–2H
QUALS CMR, SMR and SCR report generation, procedures—Continued

Steps	Next Prompt

If the user selected a:

  – **single code**, depress the carriage return **twice**,
  – **list of codes**, depress the carriage return **twice**,
  – **range of codes**, depress the carriage return **once**.

If the user selected an invalid code, i.e., a code other than A, H, E, M, or I, the following message is printed:
  – 'INVALID MOS SELECTION ENTERED'

and prompt (15) is repeated.

NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (16): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
THIS OPTION REPORTS THE MOS CODES ASSOCIATED WITH ONE OR ALL SKILL CLUSTERS.	
1 No action is required. Proceed to the next prompt.	17
Prompt (17): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
ENTER SKILL CLUSTER, 'ALL' OR 'END':	
1 The user should now enter **one** of the following responses: **Enter the skill cluster code** to generate the report for a specific skill cluster. QUALS repeats the initial SCR report prompt.	17
1 **Enter ALL** to generate the report for all skill clusters. QUALS repeats the initial QUALS prompt. **Enter END** to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

  f. QUALS RUR report generation procedures.

Prompt (18): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, THE REPORT/UPDATE USER RECORD.

Table 31–2I
QUALS RUR report generation procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	19
Prompt (19): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
USER REPORT(R), ADD(A), CHANGE(C), DELETE(D) OR END(E)?	
1 The user should now enter **one** of the following responses:	19
Enter R to generate the user report. QUALS repeats the initial RUR report prompt.	19
To update user IDs, refer to table 31–6 for procedures.	81
Enter E to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

  g. QUALS MQR, RAT, FTR, XQR, ALR, QLR, YPR, and PRQ report generation procedures.

Prompt (20): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT THE MINIMUM QUALIFICATIONS FOR ONE OR MORE MOS

Table 31–2J
QUALS MQR, RAT, FTR, XQR, ALR, QLR, YPR, and PRQ report generation procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	31

Prompt (21): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT NO–SHOW AND ATTRITION RATES AND COURSE LENGTHS FOR DESIRED MOS

1 No action is required. Proceed to the next prompt.	31

Prompt (22): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS THE FINE TUNING PERCENTAGES FOR ONE OR MORE MOS CODES

1 No action is required. Proceed to the next prompt.	28

Prompt (23): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT THE ENTIRE DESCRIPTION FOR ONE OR MORE MOS CODES OR A CMF.

1 NO action is required. Proceed to the next prompt.	32

Prompt (24): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT THE AIT LOCATIONS FOR ONE OR MORE MOS CODES OR A CMF

1 No action is required. Proceed to the next prompt.	31

Prompt (25): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT THE MOS QUALIFICATIONS FOR ONE OR MORE MOS CODES, DEPENDING ON USERID ACCESS

1 No action is required. Proceed to the next prompt.	30

Prompt (26): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, ANNUAL FISCAL YEAR GOALS AND PERCENTAGES.

1 No action is required. Proceed to the next prompt.	29

Prompt (27): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT OF PREREQUISITES AND COURSE LENGTH

1 No action is required. Proceed to the next prompt.	31

Prompt (28): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY OR 'END':

1 The user should now enter **one** of the following responses: **Enter the desired fiscal year** to generate the FTR report. **Enter END** to return to the initial report mode prompt without further processing. 2 Depress the carriage return key.	31 2

Prompt (29): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER FISCAL
YEAR:

1 **Enter the desired fiscal year** for the YPR report. QUALS prints the desired report. 2 Depress the carriage return key.	2

Prompt (30): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

BATCH (Y OR N)?

Table 31–2J
QUALS MQR, RAT, FTR, XQR, ALR, QLR, YPR, and PRQ report generation procedures—Continued

Steps	Next Prompt

1   The user should now enter **one** of the following responses:
    Enter Y to run the program in batch mode.
    Enter N to run the program in the interactive mode.
2   Depress the carriage return key.
	
	34
	32

Prompt (31): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. If the user chooses A, M, C, S, or I, QUALS will print the desired report and repeat this prompt after the last step has been completed.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	31
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	31
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: C, 11,12,13	31
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: S, GE, SS	31
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: 1,11	31
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	31
Enter E to return to the initial report mode prompt.	2

2   The next user action depends upon the user selection above.
    If the user chose:
    A, H or E, depress the carriage return key (or enter key) **once**;
    M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
 	
     – **single code**, depress the carriage return **twice**,
     – **list of codes**, depress the carriage return **twice**,
     – **range of codes**, depress the carriage return **once**.
 	
    NOTE : See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.	

Prompt (32): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	33
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a List of valid delimiters). Example: M, 11B1, 11G1	33
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: C, 11, 12,13	33
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: S, GE; SS	33
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: I, 11	33
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	32
Enter E to return to the initial report mode prompt.	2

2   The next user action depends upon the user selection above.
    If the user chose:
    A, H or E, depress the carriage return key (or enter key) **once;**
    M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
     – **single code**, depress the carriage return **twice**,
     – **list of codes**, depress the carriage return **twice,**
     – **range of codes**, depress the carriage return **once.**
    NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.	

Table 31–2J
QUALS MQR, RAT, FTR, XQR, ALR, QLR, YPR, and PRQ report generation procedures—Continued

Steps	Next Prompt

Prompt (33): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PRINT FINE TUNING PERCENTAGES (Y OR N)?

Steps	Next Prompt

1   The user should now enter **one** of the following responses:
Enter Y to include fine tuning percentages. QUALS prints the desired report.
emsp;– If processing the XQR report:
  – If processing the QLR report:
Enter N if fine tuning percentages are not desired.
  – If processing the XQR report:
  – If processing the QLR report:
	
	32
	30
	
	32
	30

2 Depress the carriage return key.	

Prompt (34): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

IMMEDIATE DELIVERY(I) OR DELAYED DELIVERY(D)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter Y** if an immediate run of the batch program is desired. **Enter N** if a delayed run of the batch program is desired	 32 32
2 Depress the carriage return key.	

h. QUALS TDR report generation procedures

Prompt (35): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION REPORTS THE TIME DEPENDENT RECORDS FOR ONE COMPONENT, ONE OR MORE MOS CODES AND ONE OR MORE FACTORS.

Table 31–2K
QUALS TDR report generation procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	36

Prompt (36): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

COMPONENT (AA) OR 'END'/FACTOR OR 'ALL'/APPLY SEASONALITY? (Y OR N)

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter AA** to report time dependent factors for MOS. **Enter END** to return to the initial report mode prompt. Skip steps 2 and 3 of this prompt.	 37 2
2 **Enter the desired factor name** to specify one factor. **Enter All** to report all factors.	
3 **Enter Y** to apply seasonality factors. **Enter N** if seasonality is not desired.	
4 Depress the carriage return key.	

Prompt (37): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter A** for all MOS. **Enter M, code** to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: M, 11B1, 11G1 **Enter C, code** to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: C, 11, 12, 13 **Enter S, code** to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	 38 38 38 38

Table 31–2K
QUALS TDR report generation procedures—Continued

Steps	Next Prompt

	Example: S, GE, SS	
	Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	38
	Example: I, 11	
	Enter H to display the HELP module for this 'MOS SELECTION' prompt.	37
	Enter E to return to the previous prompt.	36
2	The next user action depends upon the user selection above.	

If the user chose:

A, H or E, depress the carriage return key (or enter key) **once**;

M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:

– **single code**, depress the carriage return **twice**,

– **list of codes**, depress the carriage return **twice**,

– **range of codes**, depress the carriage return **once**.

NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (38): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

GROUP INFORMATION (Y OR N)?

Steps	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter Y if group information is desired.	36
	Enter N if group information is not desired.	36
2	Depress the carriage return key.	

31–10. QUALS Update mode procedures

Prompt (39): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER UPDATE TYPE DESIRED OR 'END':

Table 31–2L
QUALS Update mode procedures

Steps	Next Prompt
1	The user should now enter **one** of the following responses:	
	Enter SEU to update the seasonality weights record. Refer to paragraph 31–10(b) for procedures, and figure 31–2 for a sample run.	41
	Enter ATO to update fine tuning percentages automatically. Refer to paragraph 31–10(a) for procedures, and figure 31–6 for a sample run.	40
	Enter CMU to update CMF–MOS associations. Refer to paragraph 31–10(c) for procedures, and figure 31–3 for a sample run.	46
	Enter SWU to update search windows for factors. Refer to paragraph 31–10(g) for procedures, and figure 31–4 for a sample run.	74
	Enter RUU to update user IDs. Refer to paragraph 31–10(h) for procedures, and figure 31–5 for a sample run.	80
	Enter RTD to replicate time dependent factors for an MOS. Refer to paragraph 31–10(i) for procedures.	88
	Enter RFT to replicate fine tuning percentages for an MOS. Refer to paragraph 31–10(i) for procedures, and figure 31–7 for a sample run.	92
	Enter AMO to add an MOS to the Qualifications file. Refer to paragraph 31–10(j) for procedures, and figure 31–9 for a sample run.	96
	Enter FTU to update fine tuning percentages. Refer to paragraph 31–10(e) for procedures, and figure 31–8 for a sample run.	63
	Enter REU to update an MOS title and remarks. Refer to paragraph 31–10(j) for procedures.	114
	Enter TDU to update time dependent factors for MOSs. Refer to paragraph 31–10(f) for procedures, and figure 31–10 for a sample run.	68
	Enter DMO to delete an MOS from the Qualifications file. Refer to paragraph 31–10(d) for procedures, and figure 31–11 for a sample run.	60
	Enter DES to update an MOS description. Refer to paragraph 31–10(j) for procedures.	98
	Enter MQU to update minimum qualifications. Refer to paragraph 31–10(j) for procedures.	113

Table 31–2L
QUALS Update mode procedures—Continued

Steps	Next Prompt
Enter ALU to update AIT locations. Refer to paragraph 31–10(k) for procedures, and figure 31–12 for a sample run.	128
Enter SMU to update staff ID–MOS associations. Refer to paragraph 31–10(c) for procedures.	52
Enter SCU to update skill cluster–MOS associations. Refer to paragraph 31–10(c) for procedures.	49
Enter WLU to update minimum Wait List qualifications. Refer to paragraph 31–10(l) for update procedures, and figure 31–13 for a sample run.	133
Enter END to return to the initial QUALS prompt.	
2 Depress the carriage return key.	

a. QUALS ATO update procedures.

Prompt (40): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, ANNUAL FISCAL YEAR GOALS AND PERCENTAGES.
ENTER FISCAL YEAR:

Table 31–2M
QUALS ATO update procedures

Steps	Next Prompt
1 **Enter the desired fiscal year** to be updated. QUALS automatically adjusts the fine tuning percentages and fiscal year goals by utilizing data from the Annual file. When the update is complete, QUALS returns to the initial QUALS prompt.	1
2 Depress the carriage return key.	

b. QUALS SEU update procedures.

Prompt (41): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL UPDATE THE SEASONALITY RECORD FOR ONE OR MORE WEEKS

Table 31–2N
QUALS SEU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	42

Prompt (42): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

COMPONENT (AA) OR 'END':

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter AA to update seasonality multipliers. Proceed to the next prompt.	43
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (43): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

START RECSTA WEEK #/END RECSTA WEEK #

Steps	Next Prompt
1 **Enter the start and end RECSTA week numbers** for the range of weeks to be updated.	44
2 Depress the carriage return key.	

Table 31–2N
QUALS SEU update procedures—Continued

Steps	Next Prompt

Prompt (44): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TO DELETE A MULTIPLIER, ENTER 1.00 UNDER DESIRED MULTIPLIER
WK XX   WK XX   WK XX   WK XX

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the new multiplier directly below the desired week number to change a multiplier. If a multiplier is to remain the same, leave blank.	45
Enter 1 below the desired RECSTA week to delete a multiplier.	45
2 Depress the carriage return key.	

Prompt (45): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O)OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to change the information. QUALS prompts for the changes and then repeats this prompt.	45
Enter D to display the information. QUALS repeats this prompt.	45
Enter O to implement the changes to the file. QUALS repeats the initial SEU update prompt.	42
Enter E to erase the changes made and to return to the initial SEU update prompt.	42
2 Depress the carriage return key.	

 c. QUALS CMU, SCU, and SMU update procedures.

Prompt (46): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL CHANGE A MOS CODES CMF.

Table 31–2O
QUALS CMU, SCU, and SMU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	47

Prompt (47): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER CMF OR 'END':

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired CMF to be updated.	48
Enter END to proceed to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (48): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS (OR 'END'):

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired MOS codes to be updated. QUALS continues to prompt for more MOSs.	47
Enter END when no more MOS codes are desired. QUALS returns to the initial CMU update prompt.	
2 Depress the carriage return key.	

Prompt (49): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL CHANGE A MOS CODE–SKILL CLUSTER ASSOCIATIONS.

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	50

Prompt (50): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SKILL CLUSTER OR 'END':

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	

Table 31–2O
QUALS CMU, SCU, and SMU update procedures—Continued

Steps	Next Prompt
Enter the desired skill cluster to be updated.	51
Enter END to proceed to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (51): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS (OR 'END'):

1 The user should now enter **one** of the following responses:	
Enter the desired MOS codes to be updated. QUALS continues to prompt for more MOSs.	51
Enter END when no more MOS codes are desired. QUALS returns to the initial SCU update prompt.	50
2 Depress the carriage return key.	

Prompt (52): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ADD(A), DELETE(D), UPDATE(U) OR EN D(E) AND STAFF–ID (1–99):

1 The user should now enter **one** of the following responses:	
Enter A and the staff–ID code, separated by a space, to add a staff–ID.	53
Enter D and the staff–ID code, separated by a space, to delete a Staff–ID.	55
Enter U and the staff–ID code, separated by a space, to update the MOS(s)associated with the desired Staff–ID.	56
Enter E to return to the initial QUALS prompt.	1
2 Depress the carriage return key.	

Prompt (53): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS CODES TO BE ADDED TO STAFF–ID: ##

1 **Enter the MOS code(s)**, separated by spaces, to be associated with the new staff–ID.	54
2 Depress the carriage return key **twice** after the last code has been entered.	

Prompt (54): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

STAFF–ID: ## SUCCESSFULLY ADDED.

No action is required. QUALS will return to the initial SMU prompt.	52

Prompt (55): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

STAFF–ID: ## SUCCESSFULLY DELETED.

1 No action is required. QUALS returns to the initial SMU update prompt.	52

Prompt (56): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THE FOLLOWING MOS ARE ASSOCIATED WITH STAFF–ID: ##

1 QUALS will print the list of MOSS associated with the Staff–ID and continue to the next prompt. No action is required.	57

Prompt (57): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS CODES TO BE DELETED FROM STAFF–ID: ##

1 The user should now enter **one** of the following responses:	58
Enter the MOS codes, separated by spaces, to be deleted from the Staff–ID.	58
Depress the carriage return key to proceed to the next prompt without deleting an MOS. Skip step 2 of this prompt.	58
2 Depress the carriage return key **twice** after the last code has been entered.	

Prompt (58): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS CODES TO BE ADDED TO Staff–ID: ##

1 The user should now enter **one** of the following responses:	
Depress the carriage return key to proceed to the next prompt without adding an MOS. Skip step 2 of this prompt.	59

Table 31–2O
QUALS CMU, SCU, and SMU update procedures—Continued

Steps	Next Prompt
Enter the MOS codes, separated by spaces, to be added to the Staff–ID.	59
2 Depress the carriage return key **twice** after the last code has been entered.	

Prompt (59): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
Staff–ID: ## SUCCESSFULLY UPDATED.	
1 No action is required. QUALS returns to the initial SMU update prompt.	52

d. QUALS DMO update procedures

Prompt (60): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL DELETE AN MOS FROM THE QUALIFICATIONS FILE.

Table 31–2P
QUALS DMO update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	61

Prompt (61): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
ENTER MOS OR 'END':	
1 The user should now enter **one** of the following responses:	
Enter the desired MOS to be deleted.	62
Enter END to proceed to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (62): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
YOU ARE DELETING MOS XXXX FROM THE QUAL FILES CONTINUE (Y OR N)?	
1 The user should now enter **one** of the following responses:	61
Enter Y to delete the MOS. QUALS confirms the deletion and returns to the initial DMO update prompt.	61
Enter N to cancel the deletion. QUALS returns to the initial DMO update prompt.	61
2 Depress the carriage return key.	

e. QUALS FTU update procedures

Prompt (63): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL UPDATE THE FINE TUNING RECORDS

Table 31–2Q
QUALS DMO update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt. WP ADD 3 CRSI	64

Prompt (64): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FISCAL YEAR OR 'END':

1 The user should now enter **one** of the following responses:	
Enter the desired fiscal year to update the fine tuning percentages. Proceed to the next prompt.	65
Enter END to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (65): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter one of the following responses:	
Enter A for all MOS.	66
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: M, 11B1, 11G1	66
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: C, 11, 12, 13	66
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: S, GE, SS	66
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: I, 11	66
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	65
Enter E to return to the previous prompt.	64

2   The next user action depends upon the user selection above.
     If the user chose:
     A, H or E depress the carriage return key (or enter key) **once**;
     M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
       – **single code**, depress the carriage return **twice**,
       – **list of codes**, depress the carriage return **twice**,
       – **range of codes**, depress the carriage return **once**.
     NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.	

Prompt (66): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

The program prompts for the fine tuning percentages for each component and enlistment type line by line.

1 The user should now enter **one** of the following responses:	
Enter the desired fine tuning percentages.	67
Enter a blank line to proceed to the next component without updating the fine tuning percentages on the current line.	67
2 Depress the carriage return key.	

Prompt (67): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter C to change the fine tuning percentages. QUALS repeats the fine tuning percentage prompt.	66
Enter D to display the fine tuning percentages. QUALS displays the fine tuning percentages and repeats this prompt.	67
Enter O to implement the fine tuning percentages on the file.	
– If all components have been updated:	1
– If all additional components need to be updated:	66
Enter E to erase the fine tuning percentages. QUALS returns to the initial FTU update prompt.	64
2 Depress the carriage return key.	

f. QUALS TDU update procedures.

Prompt (68): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

VALID ACTIONS: ADD(A), CHANGE(C), DELETE(D) OR 'END'
VALID COMPONENTS: AA
ACTION/COMPONENT/MOS/FACTOR NAME/GROUP INFORMATION (Y OR N)?

Table 31–2R
QUALS TDU update procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A, AA, the desired MOS, the name of the desired factor, and the desired group information option to add time dependent factors.	69
Enter C, AA, the desired MOS, the name of the desired factor, and the desired group information option to change time dependent factors.	69
Enter D, AA, the desired MOS the name of the desired factor, and the desired group information option to delete time dependent factors.	73
Enter END to proceed to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (69): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CONDITION/

1 **Enter the desired condition**.	70
2 Depress the carriage return key.	

Prompt (70): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter C to change the desired information. QUALS repeats the above CONDITION/prompt.	69
Enter D to display the information. QUALS repeats the prompt.	70
Enter O to implement the information on the file. Proceed to the next prompt.	71
Enter E to erase the information. QUALS returns to the initial QUALS prompt.	1
2 Depress the carriage return key.	

Prompt (71): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

The program prompts for the valid values for each group line by line.

1 **Enter the desired values** for each group. Note: Blank input is not valid for this prompt.	72
2 Depress the carriage return key.	

Prompt (72): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E).

1 The user should now enter **one** of the following responses:	
Enter C to change the desired information.	70
Enter D to display the information. QUALS repeats the prompt.	72
Enter O to implement the information on the file.	
– If all groups have been updated:	1
– If all groups have **not** been updated:	71
Enter E to erase the information.	1
2 Depress the carriage return key.	

Prompt (73): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

YOU ARE DELETING RECORD: XXXX
OK TO DELETE (Y OR N)?

1 The user should now enter **one** of the following responses:	
Enter Y to continue the deletion.	1

Table 31–2R
QUALS TDU update procedures—Continued

Steps	Next Prompt
Enter N to cancel the deletion.	1
2 Depress the carriage return key. QUALS returns to the initial QUALS prompt.	

g. QUALS SWU update procedures.

Prompt (74): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL ADD, DELETE OR CHANGE A SEARCH WINDOW RECORD. TO DELETE A WINDOW
WITHIN A RECORD, USE CHANGE OPTION AND ENTER 'DEL' UNDER THE DESIRED WINDOW
ALL WINDOWS MUST BE EXCLUSIVE (I.E. 45–60 AND 61–65, NOT 55–65)
VALID ACTIONS: ADD(A), CHANGE(C), DELETE(D) OR 'END'
VALID COMPONENTS: AA

Table 31–2S
QUALS SWU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	75

Prompt (75): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ACTION/COMPONENT/FACTOR NAME

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A, AA and the factor to be added to add a factor to the search window.	76
Enter C, AA and the factor to be changed to change information for a factor in the search window.	76
Enter D, AA and the factor to be deleted to delete a factor from the search window.	79
Enter C, AA and the factor to have search windows deleted to delete one or more search windows from the factor but not all search windows.	76
Enter END to proceed to the last prompt without further processing.	39
2 Depress the carriage return key.	

Prompt (76): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

WINDOW # OR 'NOMO'/COND/VALUE 1/VALUE 2

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the window number prompted for and the desired information to add information.	76
Enter the window number prompted and the desired information to change information.	77
Enter DEL below the window number prompt to delete specified windows.	78
Enter NOMO below the window number prompt when no more processing is desired.	75
2 Depress the carriage return key.	

Prompt (77): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O)OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to change the information.	76
Enter D to display the information.	77
Enter O to implement the changes.	76
Enter E to erase the changes made.	76
2 Depress the carriage return key.	

Prompt (78): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

YOU ARE DELETING RECORD:
X   XX   X   XX
OK TO DELETE (Y OR N)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to delete the record.	76

Table 31–2S
QUALS SWU update procedures—Continued

Steps	Next Prompt
Enter N to discontinue the deletion.	76
2 Depress the carriage return key.	

Prompt (79): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

YOU ARE DELETING RECORD: COMPONENT
XX FACTOR XXXX
OK TO DELETE (Y OR N)?

1 The user should now enter **one** of the following responses:	
Enter Y to delete the factor from the search window.	75
Enter N to discontinue the deletion.	75
2 Depress the carriage return key.	

h. QUALS RUU update procedures

Prompt (80): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, THE REPORT/UPDATE USER RECORD.

Table 31–2T
QUALS RUU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	81

Prompt (81): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

USER REPORT(R), ADD(A), CHANGE(C), DELETE(D) OR END(E)?

1 The user should now enter **one** of the following responses: To generate the report, refer to paragraph 31–9(f)	19
for procedures.	
Enter A to add a user ID.	82
Enter C to change a user ID.	85
Enter D to delete a user ID.	86
Enter E to exit to the last prompt without further processing.	39
2 Depress the carriage return key.	

Prompt (82): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ADD USER — ENTER USER NUMBER OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter the desired ID number to add a user ID.	83
Enter E to return to the first prompt without further processing.	81
2 Depress the carriage return key.	

Prompt (83): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

VALID USER TYPES ARE:
(R)—REPORT
(U)—UPDATE (ALL FACTORS)
(L)—REPORT (LIMITED)
(F)—UPDATE (SPECIFIED FACTORS ONLY)
ENTER USER TYPE OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter R to assign report capabilities only.	81
Enter U to assign full report and update capabilities.	81
Enter L to assign limited report capabilities.	81
Enter F to assign update capabilities for only specified factors.	84
Enter E to return to the first prompt without further processing.	81

Table 31–2T
QUALS RUU update procedures—Continued

Steps	Next Prompt
2 Depress the carriage return key.	

Prompt (84): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FACTOR 1/FACTOR 2/FACTOR 3/FACTOR 4/FACTOR 5/FACTOR 6/FACTOR 7

Steps	Next Prompt
1 **Enter up to seven factors** that the user may update.	
– If seven factors are entered on one line, QUALS prompts for more factors.	84
– If less than seven factors are entered, QUALS returns to the first prompt.	81
2 Depress the carriage return key.	

Prompt (85): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE USER — ENTER USER NUMBER OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the user number to change the processing capability of a user ID.	83
Enter E to return to the first prompt without further processing.	81
2 Depress the carriage return key.	

Prompt (86): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETE USER — ENTER USER NUMBER OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the user number to be deleted to delete a user ID.	87
Enter E to return to the first prompt without further processing.	81
2 Depress the carriage return key.	

Prompt (87): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETE USER XXX(D) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter D to delete the user ID.	81
Enter E to discontinue the deletion.	81
2 Depress the carriage return key.	

Table 31–2U
QUALS RTD and RFT update procedures

Steps	Next Prompt

Prompt (88): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

IDENTIFY TIME DEPENDENT RECORD TO BE DUPLICATED. IF NO RECORD IS NEEDED INSERT *END* MOS / FACTOR

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the desired MOS and factor to be duplicated to replicate time dependent factors from one MOS to another.	89
Enter END to return to the first prompt without further processing.	39
2 Depress the carriage return key.	

Prompt (89): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

GROUP INFORMATION

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter Y to display the RECSTA weeks within each group.	90
Enter N if no display is desired.	90
2 Depress the carriage return key.	

Prompt (90): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DUPLICATE THE RECORD (Y OR N)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	

Table 31–2U
QUALS RTD and RFT update procedures—Continued

Steps	Next Prompt
Enter Y to continue with the duplication.	91
Enter N to cancel the duplication.	88
2 Depress the carriage return key.	

Prompt (91): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. QUALS will duplicate time dependent factors and return to the initial RTD update prompt.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	88
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	88
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	88
Example: C, 11, 12, 13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	88
Example:Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	88
Example: I, 11	
Enter H display the HELP module for this 'MOS SELECTION' prompt.	91
Enter E to cancel the duplication.	88
2 The next user action depends upon the user selection above.	
If the user chose:	
A, H or E, depress the carriage return key (or enter key) **once**;	
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:	
– **single code**, depress the carriage return **twice**,	
– **list of codes**, depress the carriage return **twice**,	
– **range of codes**, depress the carriage return **once**.	

NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (92): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

IDENTIFY FINE TUNING RECORD TO BE DUPLICATED. IF NO RECORD IS NEEDED INSERT *END* MOS / FY

1 The user should now enter **one** of the following responses:	
Enter the desired MOS and fiscal year to replicate fine tuning percentages.	93
Enter END to return to the first prompt without further processing.	1
2 Depress the carriage return key.	

Prompt (93): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DUPLICATE THE RECORD (Y OR N)?

1 The user should now enter **one** of the following responses:	
Enter Y to continue with the duplication.	94
Enter N to cancel the duplication.	92
2 Depress the carriage return key.	

Prompt (94): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FISCAL YEAR FOR RECORDS?

1 The user should now enter **one** of the following responses:	
Enter the desired fiscal year to be updated with the duplicate records.	95
2 Depress the carriage return key.	

Prompt (95): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. QUALS will duplicate the fine tuning percentages and return to the initial RFT update prompt.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1   The user should now enter **one** of the following responses:

Table 31–2U
QUALS RTD and RFT update procedures—Continued

Steps	Next Prompt
Enter A for all MOS.	92
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: M, 11B1, 11G1	92
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example: C, 11,12,13	92
Enter S, code to indicate the groups of MOS associated with particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example:Example: S, GE, SS	92
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters). Example:Example: I, 11	92
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	95
Enter E to return to cancel the duplication.	92
2 The next user action depends upon the user selection above. If the user chose: **A, H or E**, depress the carriage return key (or enter key) **once**; **M, C, S or I**, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a: – **single code**, depress the carriage return **twice**, – **list of codes**, depress the carriage return **twice**, – **range of codes**, depress the carriage return **once**.	

NOTE:See paragraph 31–11 for further explanation of this, prompt. This explanation includes valid codes, delimiters, and response formats.

i. QUALS RTD and RFT update procedures.
j. QUALS AMO, REU, DES, and MQU update procedures.

Prompt (96): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL ADD A NEW MOS TO THE QUAL FILE.

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	99

Prompt (97): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL UPDATE THE TITLE AND REMARKS RECORD FOR ONE OR MORE MOS

1 No action is required. Proceed to the next prompt.	114

Prompt (98): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL UPDATE AN MOS DESCRIPTION RECORD.

1 No action is required. Proceed to the next prompt.	103

Prompt (99): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW MOS OR 'END':

1 The user should now enter **one** of the following responses:	
Enter a new four–digit MOS to add a new MOS code.	100
Enter END to return to the first prompt without further processing.	39
2 Depress the carriage return key.	

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures—Continued

Steps	Next Prompt

Prompt (100): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

QUALS prints out the MOS record and prompts for the required information.

1 **Enter all of the required information** as specified in paragraph 31–9(g).	101
2 Depress the carriage return key.	

Prompt (101): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER ADDITIONAL PREREQUISITE MOS OR CARRIAGE RETURN:

1 The user should now enter **one** of the following responses:	
Enter the desired prerequisite MOS to enter an additional prerequisite MOS.	102
Depress the carriage return key without entering any information if another prerequisite is not desired. Skip step 2 of this prompt.	102
2 Depress the carriage return key.	

Prompt (102): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E).

1 The user should now enter **one** of the following responses:	
Enter C to change any of the information.	104
Enter D to display the record.	102
Enter O to implement the new information on the file.	105
Enter E to erase the information entered.	99
2 Depress the carriage return key.	

Prompt (103): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS OR END:

1 The user should now enter **one** of the following responses:	
Enter the desired MOS to be changed to update an MOS description.	104
Enter END to return to the first prompt without further processing.	39
2 Depress the carriage return key.	

Prompt (104): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

NAME/VALUE (OR 'END')

1 The user should now enter **one** of the following responses:	
Enter the desired factor name and value to change information on the MOS record.	104
Enter END when no more changes are desired.	102
– If processing the AMO update:	
– If processing the DES update:	103
2 Depress the carriage return key.	

Prompt (105): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FACT ABB/CHANGE(C), ADD(A), OR DELETE(D) QUALIFICATIONS OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter the desired factor abbreviation and A to add a qualification to the MOS.	106
Enter the desired factor abbreviation and C to change information for a qualification.	108
Enter the desired factor and D delete a qualification.	112
Enter E to exit the prompt without further processing.	115
– If processing the AMO update:	
– If processing the MQU update:	113
2 Depress the carriage return key.	

Prompt (106): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW DATA UNDER HEADINGS OR END(E)FACTOR/OP/VALUE 1/VALUE 2/

1 The user should now enter **one** of the following responses:	
Enter the data under the corresponding headings to add the information.	107
Enter E to return to the previous prompt without further processing.	105

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures—Continued

Steps	Next Prompt
2 Depress the carriage return key.	

Prompt (107): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

OK(O), CHANGE(C) OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter C to change the information for the qualification.	108
Enter O to implement the addition to the file.	109
– If processing a factor:	
– If processing a linked factor:	110
Enter E to erase the information.	106
2 Depress the carriage return key.	

Prompt (108): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER CHANGES UNDER CURRENT DATA, OR END(E) FACTOR/OP VALUE 1/VALUE 2

1 The user should now enter **one** of the following responses:	
Enter the desired information directly below the prompt to change the information.	107
Enter E to return to the previous prompt without changing anything.	107
2 Depress the carriage return key.	

Prompt (109): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

LINKED FACTOR?
ENTER NO(N) OR A FACTOR ABBR.:

1 The user should now enter **one** of the following responses:	
Enter the desired factor to be linked.	106
Enter N if a linked factor is not desired.	105
2 Depress the carriage return key.	

Prompt (110): QUALS will print the following prompt. A description of appropriate user responses is provided in below. The next prompt will not appear until each step in the response chart has been taken.

FACTOR IS LINKED WITH XXXX ENTER OK, OR BREAK LINK(B)

1 The user should now enter **one** of the following responses:	
Enter O to implement the link.	105
Enter B to break the link.	111
2 Depress the carriage return key.	

Prompt (111): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FACTOR IS NOT LINKED, DO YOU WANT IT LINKED? ENTER (N) OR A FACTOR ABBR.:

1 The user should now enter **one** of the following responses:	
Enter the desired factor name to be linked.	106
Enter N if a linked factor is not desired.	105
2 Depress the carriage return key.	

Prompt (112): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETING FACTOR: XXXX
ENTER OK OR END(E):

1 The user should now enter **one** of the following responses:	
Enter O to delete the factor.	105
Enter E to discontinue the deletion.	105
2 Depress the carriage return key.	

Prompt (113): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	105
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	105

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures—Continued

Steps	Next Prompt
Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	105
Example: C, 11,12,13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	105
Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	105
Example: I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	113
Enter E to return to the previous prompt.	39

2   The next user action depends upon the user selection above.
     If the user chose:
     A, H or E, depress the carriage return key (or enter key) **once;**
     M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
     – **single code,** depress the carriage return **twice,**
     – **list of codes,** depress the carriage return **twice,**
     – **range of codes,** depress the carriage return **once.**

     NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (114): QUALS will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1 The user should now enter **one** of the following responses:	
Enter A for all MOS.	119
Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	119
Example:Example: M, 11B1, 11G1	
Enter C, code to indicate the groups of MOS associated with a particular. Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	119
Example: C, 11, 12, 13	
Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	119
Example: S, GE, SS	
Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 31–11 for a list of valid delimiters).	119
Example: I, 11	
Enter H to display the HELP module for this 'MOS SELECTION' prompt.	114
Enter E to return to the initial update prompt.	39

1   The next user action depends upon the use selection above.
     If the user chose:
     A, H or E, depress the carriage return key (or enter key) **once;**
     M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above, If the user selected a:
     – **single code,** depress the carriage return **twice,**
     – **list of codes,** depress the carriage return **twice,**
     – **range of codes,** depress the carriage return **once.**
     NOTE: See paragraph 31–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Prompt (115): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

QUALS prompts for fine tuning percentages for each component, enlistment type and year.

Enter the required fine tuning percentages.	116
2 Depress the carriage return key.	

Prompt (116): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O)OR END(E)?

1 The user should now enter **one** of the following responses:	
Enter C to change the fine tuning percentages.	115
Enter D to display the fine tuning percentages.	116

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures—Continued

Steps	Next Prompt
Enter O to implement the fine tuning percentages.	117
– If the fine tuning percentages for all years have been entered:	
– If fine tuning percentages have not been entered for all years:	115
Enter E to erase the record completely	1
2 Depress the carriage return key.	

Prompt (117): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER AIT LOCATION NAME OR 'NOMO':

1 The user should now enter **one** of the following responses:	
Enter the AIT location where the MOS is to be taught.	117
Enter NOMO when no more locations are desired.	118
2 Depress the carriage return key.	

Prompt (118): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)

1 The user should now enter **one** of the following responses:	
Enter C to change the locations.	117
Enter D to display the locations.	118
Enter O to implement the locations on the record.	119
Enter E to erase the record completely.	1
2 Depress the carriage return key.	

Prompt (119): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS TITLE (UP TO 72 CHARACTERS):

1 **Enter the desired MOS title.**	120
2 Depress the carriage return key	

Prompt (120): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS REMARKS (UP TO 72 CHARACTERS, 5 LINES MAX) OR 'NOMO'

1 The user should now enter **one** of the following responses:	
Enter the desired remarks to a maximum of 5 lines.	121
Enter NOMO to indicate no more remarks.	
2 Depress the carriage return key.	

Prompt (121): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)?

1 The user should now enter **one** of the following responses	
Enter C to change the title or remarks.	119
Enter D to display the information.	121
Enter O to implement the title and remarks on the file.	
– If processing the AMO update:	122
– If processing the REU update:	114
Enter E, when processing the AMO update to erase the record completely.	1
Enter E, when processing the REU update, to erase the changes made to the title and remarks.	114
2 Depress the carriage return key.	

Prompt (122): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

TIME DEPENDENT RECORDS DESIRED FOR THIS MOS (Y OR N)?

1 The user should now enter **one** of the following responses:	
Enter Y if time dependent factors are desired.	123
Enter N if no time dependent factors are desired. QUALS prints a message that the MOS is added to the file.	1
2 Depress the carriage return key.	

Prompt (123): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FACTOR NAME OR 'NOMO':

Table 31–2V
QUALS AMO, REU, DES, and MQU update procedures—Continued

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the factor name if a factor is desired.	124
Enter NOMO if no more factors are desired. QUALS prints a message that the MOS is added to the file.	1
2 Depress the carriage return key.	

Prompt (124): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CONDITION/

Steps	Next Prompt
1 Enter the desired operator.	125
2 Depress the carriage return key.	

Prompt (125): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to change the information.	124
Enter D to display the information.	125
Enter O to implement the information on the file.	126
Enter E to erase the time dependent factor.	123
2 Depress the carriage return key.	

Prompt (126): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

QUALS prompts for the value of the time dependent factors for each group

Steps	Next Prompt
1 **Enter the desired values** for each group.	127
2 Depress the carriage return key.	

Prompt (127): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

CHANGE(C), DISPLAY(D), OK(O) OR END(E)?

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter C to change the values for the group.	126
Enter D to display the information.	127
Enter O to implement the information on the file.	123
Enter E to erase the time dependent factor.	123
2 Depress the carriage return key.	

k. QUALS ALU update procedures.

Prompt (128): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

THIS OPTION WILL UPDATE (ADD, CHANGE OR DELETE) AIT LOCATIONS FOR A MOS

Table 31–2W
QUALS ALU update procedures

Steps	Next Prompt
1 No action is required. Proceed to the next prompt.	129

Prompt (129): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ADD(A), CHANGE(C), DELETE(D) OR 'END'/MOS

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter A and the desired MOS to add AIT locations to an MOS.	130
Enter C and the desired MOS to change AIT locations for an MOS.	131
Enter D and the desired MOS to delete AIT locations for an MOS.	132
Enter END to proceed to the initial. QUALS prompt without further processing.	1
2 Depress the carriage return key.	

Table 31–2W
QUALS ALU update procedures—Continued

Steps	Next Prompt
Prompt (130): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. TO ADD LOCATION, ENTER LOCATION(S) AFTER LAST LOCATION NAME (MAX 10) / / / / /	
1 **Enter the desired AIT locations**	129
2 Depress the carriage return key.	
Prompt (131): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. TO CHANGE LOCATION, ENTER NEW LOCATION(S)UNDER LOC NAME(S)TO BE CHANGED / / / XXXX XXXX XXXX	
1 **Enter the desired AIT locations.**	129
2 Depress the carriage return key.	
Prompt (132): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. TO DELETE LOCATION, ENTER, 'DEL' UNDER REPORT/UPDATE(I) OR 'END':	
1 **Enter DEL** under the locations to be deleted.	1
2 Depress the carriage return key.	

l. QUALS WLU update procedures.

Prompt (133): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FACTOR ABB/CHANGE(C), ADD(A), OR DELETE(D) QUALIFICATION OR END(E)?

Table 31–2X
QUALS WLU update procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the factor abbreviation and enter C beyond the slash to change the minimum Wait List qualification value for a given factor.	134
Enter the factor abbreviation and enter A beyond the slash to add a factor for evaluation as a minimum Wait List qualification.	137
Enter the factor abbreviation and enter D beyond the slash to delete a given factor from the minimum Wait List qualifications.	138
Enter E to return to the initial QUALS prompt without further processing.	1
2 Depress the carriage return key.	
Prompt (134): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. ENTER CHANGES UNDER CURRENT DATA, OR END(E) /FACTOR/OP/VALUE 1 /VALUE 2 /	
1 The user should now enter **one** of the following responses:	
Enter the desired changes under the headings.	135
Enter E to return to the previous prompt without further processing.	133
2 Depress the carriage return key.	
Prompt (135): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. OK(O), CHANGE(C), OR END(E)	
1 The user should now enter **one** of the following responses:	
Enter C to change any of the information.	134
Enter O to implement the new information on the file.	133
Enter E to erase the information entered.	133

Table 31–2X
QUALS WLU update procedures—Continued

Steps	Next Prompt

2   Depress the carriage return key.

Prompt (136): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER NEW DATA UNDER HEADINGS OR END(E)
/FACTOR/OP/VALUE 1 /VALUE 2

1 The user should now enter **one** of the following responses:	
Enter the desired qualification values under the headings.	135
Enter E to return to the initial WLU update prompt without further processing.	133
2 Depress the carriage return key.	

Prompt (137): QUALS will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DELETING FACTOR: XXXX
ENTER OK OR END(E)

1 The user should now enter **one** of the following responses:	
Enter E to cancel the deletion.	133
Enter OK to implement the deletion.	133
2 Depress the carriage return key.	

31–11. DESMOS HELP in response to the prompt:
ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

      or
ENTER MOS SELECTION (A, M, I), HELP (H), OR END(E)

In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s)to be reported. Use the format below to respond to this prompt.

Valid input format: category delimiter code

Table 31–2Y
DESMOS HELP in response to the prompt

Category	Code
A = All MOS on file	N/A
M = Specified MOSs	4–character MOS
C = Specified CMFs	1–2 character CMF
S = Specified Skill Clusters	2–character Skill Cluster
I = Specified Staff IDs	1–2 character Staff ID

Delimiters
Valid
choices: = ′ / , . blank
             – (dash – reserved for delimiter between start and end of range)
Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The **only** exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.

Notes:
    Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time.
    In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will **not** be maintained.

    Example

Response

All	1. A
	2. Depress the carriage return key.
Single	1. C, 11 (or) C. 11
	2. Depress the carriage return key twice.
List	1. C, 11, 12, 13, 20, 36 (or) C 11 12 13 20 36
	2. Depress the carriage return key twice.
Range	1 . C 11–15 (or) C=11–15
	2. Depress the carriage return key.

ENTER REPORT TYPE DESIRED OR 'END': `WLR`

```
    / FACTOR / OP / VALUE1          / VALUE 2         /
    .......................................................
1.  AFQT      GE  31

2.  EDYRS     GE  11
```
REPORT (R), UPDATE (U), INSTRUCTIONS FOR REPORT/UPDATE (I) OR 'END': `END`

Figure 31–1. QUALS WLR Report mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  SEU
THIS OPTION WILL UPDATE THE SEASONALITY RECORD FOR 1 OR MORE WEEKS

TO DELETE A MULTIPLIER, ENTER 1.00 UNDER DESIRED MULTIPLIER
COMPONENT(AA) OR 'END':  AA
START RECSTA WEEK #/END RECSTA WEEK #
      44                      52


**** AA ****

TO DELETE A MULTIPLIER, ENTER 1.00 UNDER DESIRED MULTIPLIER

WK 44   WK 45   WK 46   WK 47   WK 48   WK 49   WK 50   WK 51   WK 52
1.00    1.00    1.00    1.00    1.00    1.00    1.00    1.00    1.00
     /       /       /       /       /       /       /       /       /
2.5     3     2.1


CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
COMPONENT(AA) OR 'END':  END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPATE(I)
OR 'END':
```

Figure 31–2. QUALS SEU Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  CMU
THIS OPTION WILL CHANGE A MOS CODES CMF.
ENTER CMF OR 'END':  11
THERE ARE 12 MOS BELONGING TO CMF 11
YOU MAY ADD UP TO 40 MOS
ENTER 'END' FOR MOS WHEN FINISHED WITH THIS CMF
ENTER MOS (OR 'END'):  11T1
ENTER MOS (OR 'END'):  END

THE MOS ARE ADDED TO CMF GROUP, WHICH NOW CONTAINS 13 MOS
ENTER CMF OR 'END':  END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–3. QUALS CMU Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END': SWU
THIS OPTION WILL ADD, DELETE OR CHANGE A SEARCH WINDOW RECORD.
TO DELETE A WINDOW WITHIN A RECORD, USE CHANGE OPTION AND ENTER
'DEL' UNDER THE DESIRED WINDOW
ALL WINDOWS MUST BE EXCLUSIVE (I.E.45-60 AND 61-65, NOT 55-65)
VALID ACTIONS:  ADD(A), CHANGE(C), DELETE(D) OR 'END'
VALID COMPONENTS:  AA


ACTION/COMPONENT/FACTOR NAME
  A         AA          TERM


WINDOW 1 OR 'NOMO'/COND/     VALUE 1    /     VALUE 2
     1              GE        3
WINDOW 2 OR 'NOMO'/COND/     VALUE 1    /     VALUE 2
     2              GE        3
WINDOW 3 OR 'NOMO'/COND/     VALUE 1    /     VALUE 2
   NOMO
ACTION/COMPONENT/FACTOR NAME
END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END'  END
```

Figure 31–4. QUALS SWU Update mode with Add option

```
ENTER UPDATE TYPE DESIRED OR 'END'   RUU
THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, THE
REPORT/UPDATE USER RECORD.

USER REPORT(R), ADD(A), CHANGE(C), DELETE(D), OR END (E)?  A

ADD USER -- ENTER USER NUMBER OR END(E)?  333

VALID USER TYPES ARE:    (R) -- REPORT
                         (U) -- UPDATE (ALL FACTORS)
                         (L) -- REPORT (LIMITED)
                         (F) -- UPDATE (SPECIFIED FACTORS ONLY)
ENTER USER TYPE OR END (E)?  F

FACTOR   1/FACTOR   2/FACTOR   3/FACTOR   4/FACTOR   5/FACTOR   6/FACTOR   7/
   NOT-USED   NOT-USED   NOT-USED   NOT-USED   NOT-USED   NOT-USED   NOT-USED
AFQT         DLAB         CL
AFQT         DLAB         CL          NOT-USED   NOT-USED   NOT-USED   NOT-USED


USER REPORT(R), ADD(A), CHANGE(C), DELETE(D), OR END(E)?  E
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–5. QUALS RUU Update mode with Add option

```
ENTER UPDATE TYPE DESIRED OR 'END':  ATO
THIS OPTION WILL REPORT OR UPDATE, DEPENDING ON USER ACCESS, ANNUAL FISCAL
YEAR GOALS AND PERCENTAGES.
ENTER FISCAL YEAR:
82
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I) OR 'END':  END
```

Figure 31–6. QUALS ATO Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  RFT
IDENTIFY FINE-TUNING RECORD TO BE DUPLICATED.
IF NO RECORD IS NEEDED INSERT 'END'
MOS    / FY
11B1      82
                      (IRN)
   MOS  CMP  NPS  M   F   PS   M    F   IS   M   F   SP1  M   F   SP2  M   F

AA 11B1   45   11   11  0   0   100  100 100  100 100
AR 11B1   50   50  100  0  100 100    0 100  100   0 100 100   0 100  100 0
NG 11B1   35  100  100  0              100  100   0 100 100   0 100  100 0
   DUPLICATE THE RECORD (Y OR N)?  Y
FISCAL YEAR FOR RECORDS?  83
LIST MOS FOR WHICH RECORD WILL BE DUPLICATED.
ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):  M  12F1

IDENTIFY FINE-TUNING RECORD TO BE DUPLICATED.
IF NO RECORD IS NEEDED INSERT 'END'
MOS    / FY
END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–7. QUALS RFT Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  FTU
THIS OPTION WILL REPORT OR UPDATE THE FINE TUNING RECORDS
ENTER FISCAL YEAR OR 'END':  82:
ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):  M 11B1
                     (IRN)
    MOS  CMP  NPS  M    F  PS   M     F    IS   M    F   SP1  M    F   SP2  M    F

AA 11B1  100   11   11   0   0   100   100 100   100 100
              /    /    /   /    /     /   /      /   /    /
              20   20   20   20   20   20   20    20   20   20


CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
AR 11B1   25  100  100   0  100 100    0 100   100   0 100   100   0 100   100 0
             /    /      /   /   /      /   /   /      /   /   /      /   /   /      /  /
             50        50

CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
NG 11B1   75  100  100   0                 100   100   0 100   100   0 100   100 0
             /    /    /    /XXXXXXXXXXXX/     /      /   /   /      /   /   /      /  /
             35

CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–8. QUALS FTU Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  AMO
THIS OPTION WILL ADD A NEW MOS TO THE QUAL FILE.
ENTER NEW MOS OR 'END':  99X1
                        AVAIL        OSUT
   SC    CMF   ID  PRI  MAL   FEM    MAL  FEM  CAS   BON   VEAP  PSSD   UNT%  A-R%  N-S%
       /       /    /     /     /      /    /     /     /     /      /      /      /      /
   AA    12   1    1    N     N      N    N    1     N     N     N.     12    4     5
                                                                     PREQ REQS
   AIT   OSUT    PH1    PH2   OSUT-MAL   OSUT-FEM   AA   AR   NG   MOS   PREQ    #TD
      /       /      /      /          /          /    /    /    /     /        /XXXXXX
   8/0     9/0    4/0    5/0                           Y    Y    Y     N

CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
FACT ABB/CHANGE(C), ADD(A), OR DELETE(D) QUALIFICATION, OR END(E)?
E
82 AA/NPS/ M  / F  / PS/ M  / F  / IS/ M  / F  /
   30  10  10  10  10  10  10  10  10  10

82 AR/NPS/ M  / F  /IRN/ M  / F  / IS/ M  / F  /SP1/ M  / F  /SP2/ M  / F  /
   25  5   5   5   5   5   5   5   5   5    5   5   5   5   5   5

82 NG/NPS/ M  / F  / IS/ M  / F  /SP1/ M  / F  /SP2/ M  / F  /
   30  5   5   10  10  10  5   5   10  10   5   10  10


CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
ENTER AIT LOCATION NAME OR 'NOMO':  DIX
ENTER AIT LOCATION NAME OR 'NOMO':  NOMO

CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
ENTER MOS TITLE (UP TO 72 CHARACTERS):
TANK DRIVER
ENTER MOS REMARKS (UP TO 72 CHARACTERS, 5 LINES MAX) OR 'NOMO'
LINE 1:
MUST HAVE NO TRAFFIC VIOLATIONS
LINE 2:
NOMO
CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
TIME DEPENDENT RECORDS DESIRED FOR THIS MOS (Y OR N)?  Y
FACTOR NAME OR 'NOMO':  AFQT
CONDITION
        /
GE

CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
                    ** G R O U P S **
        1           2           3           4           5
           /           /           /           /
        3           3           3           3           3


CHANGE(C), DISPLAY(D), OK(O), OR END(E)?  O
MOS 99X1 ADDED TO QUAL FILES.
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31-9. QUALS AMO Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  TDU
THIS OPTION ADDS, CHANGES OR DELETES TIME DEPENDENT RECORDS
VALID ACTIONS:  ADD(A), CHANGE(C), DELETE(D), OR 'END'
VALID COMPONENTS:  AA

ACTION/COMPONENT/  MOS  /FACTOR NAME / GROUP INFORMATION (Y OR N)?
    D       AA    12E1       TERM              N
YOU ARE DELETING RECORD:  COMPONENT AA  MOS 12E1 FACTOR TERM
OK TO DELETE (Y OR N)?
Y
ACTION/COMPONENT/  MOS  /FACTOR NAME / GROUP INFORMATION (Y OR N)?
END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–10. QUALS TDU Update mode with Delete option

```
ENTER UPDATE TYPE DESIRED OR 'END':  DMO
THIS OPTION WILL DELETE AN MOS FROM THE QUALIFICATIONS FILE.
ENTER MOS OR 'END':  99X1
YOU ARE DELETING MOS 99X1 FROM THE QUAL FILES
CONTINUE (Y OR N)?  Y

MOX 99X1 DELETED FROM QUAL FILES
ENTER MOS OR 'END':  END
REPORT (R), UPDATE (U), INSTRUCTIONS FOR REPORT/UPDATE (I),
OR 'END':  END
```

Figure 31–11. QUALS DMO Update mode

```
ENTER UPDATE TYPE DESIRED OR 'END':  ALU
THIS OPTION WILL UPDATE (ADD, CHANGE OR DELETE) AIT LOCATIONS FOR A MOS
ADD(A), CHANGE(C), DELETE(D), OR 'END'/MOS
A                                       11B1
MOS 11B1 IS TAUGHT IN THE FOLLOWING LOCATIONS:
JAX/BENN
TO ADD LOCATION, ENTER NEW LOCATION(S) AFTER LAST LOCATION NAME (MAX 10)
********/       /          /         /        /        /        /        /
        DIX     LWOOD
ADD(A), CHANGE(C), DELETE(D), OR 'END'/MOS
D                                       11B1
MOS 11B1 IS TAUGHT IN THE FOLLOWING LOCATIONS:
JAX/BENN/DIX
TO DELETE LOCATION, ENTER 'DEL' UNDER LOCATION(S) TO BE CHANGED
JAX/BENN/DIX
        /       /         /         /        /        /        /        /
        DEL
ADD(A), CHANGE(C), DELETE(D), OR 'END'/MOS
END
REPORT(R), UPDATE(U), INSTRUCTIONS FOR REPORT/UPDATE(I),
OR 'END':  END
```

Figure 31–12. QUALS ALU Update mode with Add and Delete options

```
ENTER UPDATE TYPE DESIRED OR 'END':  WLU

FACT ABB/CHANGE (C), ADD (A), OR DELETE (D) QUALIFICATION, OR END (E)?
EDUC          A


ENTER NEW DATA UNDER HEADINGS OR END (E)
   / FACTOR / OP / VALUE 1          / VALUE 2          /
     EDUC    / GE   HSDG
     EDUC      GE   HSDG

OK (O), CHANGE (C) OR END (E)?  O

FACT ABB/CHANGE (C), ADD (A), OR DELETE (D) QUALIFICATION, OR END (E)?  E

REPORT (R), UPDATE (U), INSTRUCTIONS FOR REPORT/UPDATE (I) OR 'END':  END
```

Figure 31–13. QUALS WLU Update mode with ADD option

Section IV
Output Description

31–12. Output
QUALS provides output in the format described in table 31–3.

Table 31–3
QUALS output data items

Field Name	Field Label	Content Description
MOS code	MOS	The user–specified MOS.
Career Management Field	CMF	The CMF to which the MOS belongs.
Staff ID	ID	The staff ID to which the MOS belongs.
Priority	PRI	The priority of the MOS.
OSUT availability indicator	AVAIL MAL FEM	Indicates whether OSUT is available to males and females.
OSUT indicator	OSUT MAL FEM	Indicates if there is a class taught OSUT to males and females.
Civilian Acquired Skill indicator	CAS	Indicates if the MOS is available to GAS personnel.
Bonus indicator	BN	Indicates if bonuses are available for the MOS.
Veterans Educational Assistance Program	VP	Indicates if VEAP processing is available.
Personnel Security Screening Detachment	PSD	Indicates if PSSD processing is available.
Unit distribution percentage	UNT%	The percentage of individuals in each unit that can be assigned to the MOS.
Attrition rate	ATR% or ATTRI-TION	The percentage of individuals expected to fail AIT.
No show rate	N–S% or NO–SHOW	The percentage of individuals expected not to show for AIT.
Class course lengths	CRS LEN AIT OSUT PH1 PH2	The length of each class in number of weeks and days.
OSUT dates	BEG DATES OSUT–MAL OSUT–FEM	The dates OSUT begins for males and females.
MOS availability indicator	AVAIL AA AR NG	Indicates the components for which the MOS is available.
Prerequisite indicator	PREQ MOS	Indicates whether the MOS has prerequisite MOSs.
Prerequisite MOS	REQS PREQ	The prerequisite MOS for the specified MOS.
Time Dependent Record Number	#TD	Number of time dependent records for this MOS.

Table 31–3
QUALS output data items—Continued

Field Name	Field Label	Content Description
Qualifying ASVAB#1	QASVAB#1	Qualifying Armed Services Vocational
		Aptitude Battery Test #1
		10–GT General Technical Test Score
		11–GM General Maintenance Test Score
		12–EL Electronics Test Score
		13–CL Clerical Test Score
		14–MM Mechanical Maintenance
		15–SC Surveillance and Communications
		16–CO Combat Test Score
		17–FA Field Artillery
		18–OF Operator and Food Test Score
		19–ST Skilled Technical Test Score
Qualifying ASVAB#2	QASVAB#2	See QASVAB#1
Qualifying ASVAB#3	QASVAB#3	See QASVAB#1
Capacity Constrained Indicator	CAP	1 or 0 (Yes or No)
		The capacity is/is not constrained for the MOS.
Modernization Indicator	MOON	1 or 0 (Yes or No)
		The MOS is/is not modernized.
Technical MOS Indicator	HITEC	1 or 0 (Yes or No)
		The MOS is/is not a technical MOS.
Special Requirement Indicator	SPCL	1 or 0 (Yes of No)
		There is/is not a special requirement for this MOS.
Term of MOS	TRM	# of years Integer
		The length of a term in the MOS.
Top 20 Indicator	T20	1 or 0 (Yes or No)
		MOS requires/does not require an individual to score in the top 20% .
Second 20 Indicator	S20	1 or 0 (Yes or No)
		MOS requires/does not require an individual to score in the top 40% .
Bottom 40 Indicator	B40	1 or 0 (Yes or No)
		The MOS will/will not accept individuals scoring in the bottom 40%.
BAT Override Indicator	BATOVR	Basic Airborne Training Override Indicator.
Factor name	FACTOR	Required factors for the MOS.
Operator	OP	The operator for the factor.
Values	VALUE	The values for the required factors.
Fine tuning percentages	FT%	Fine tuning percentages for each fiscal year, component, and enlistment year.
Multiplier for the RECSTA week	WK XX	The multiplier to adjust recruit entry levels for the specified factor and RECSTA week.
Search window	WIND	The number of weeks in the future the recruit can make a reservation.
Condition	COND	The operator (logical relationship) for the factor.
User ID	USERID	The valid user IDs for the QVALS program.
Processing type	TYPE	The processing capabilities associated with the user IDs.
Final MOS	FINAL MOS	The last MOS in a series with prerequisite MOSs.
First prerequisite	1PRQ	The first prerequisite MOS in a series.
Second prerequisite	2PRQ	The second prerequisite MOS, if applicable.
Course lengths	CRSE LEN–W/D	The course lengths of the prerequisite MOSs.
AIT locations	LOCATIONS	The locations where AIT is taught for specified MOSs.
Active Army quotas	AAPGM	Yearly quotas for the Active Army by enlistment type.
Active Army percentages	%	The quota for the enlistment type divided by the quota for the AA component, and multiplied by 100.
Army Reserve quotas	ARPGM	Yearly quotas for Army Reserve by enlistment type.
Army Reserve percentages	%	The quota for the enlistment type divided by the quota for the AR component, multiplied by 100.
National Guard quotas	NGPGM	Yearly quotas for the National Guard by enlistment type.
National Guard percentages	%	The quota for the enlistment type divided by the quota for the component, multiplied by 100.

Table 31–3
QUALS output data items—Continued

Field Name	Field Label	Content Description
MOS Strength Factor	MEPQUAL	The number of pounds an applicant must be able to lift to qualify for a particular MOS. The value is a letter representing a specific weight range.
		E = Not Tested F = 1–39 lbs. G = 40–49 lbs. H = 50–59 lbs. J = 60–69 lbs. K = 70–79 lbs. L = 80–89 lbs. M = 90–99 lbs. N = 100–109 lbs. P = 110–119 lbs. O = 120–129 lbs. R = 130–139 lbs. S = 140–149 lbs. T = 150–159 lbs. U = 160–169 lbs. V = 170–179 lbs. W = 180–189 lbs. X = 190–199 lbs. Z = 200+ lbs.
Split 1 male OSUT indicator	SP1OM	Indicates this is, YES, or is not, NO, a Split 1 OSUT for men. N/A is not available.
Split 1 female OSUT indicator	SP1OF	Indicates this is, YES, or is not, NO, a Split 1 OSUT for female soldiers. N/A is not available.

31–12A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

31–13. System Errors

The following is a list of possible system errors. If any of these error messages appear, call the KEYSTONE Office immediately.

1. UNAUTHORIZED USER, NO REPORT ACCESS
2. QUAL FILE PROBLEM *** BUFFER NOT REFRESHED. ERROR RETURN CODE 1000 ACTION 71. USER PLEASE SAVE TERMINAL OUTPUT. CALL REQUEST OFFICE.
3. QUAL FILE PROBLEM *** BUFFER NOT REFRESHED. ERROR RETURN 1000, ACTION 71, FILE 91. USER, PLEASE SAVE TERMINAL OUTPUT. CALL REQUEST OFFICE.
4. ACTION NOT ACCEPTED
5. VSAM ERROR = XXXX ON LUNXXX
6. VMCF ERROR = XXXXXXX FOR LUNXXX
7. NO SINK AVAILABLE FOR LUNXXX
8. INVALID RECTYP FOR READMANY FUNCTION
9. (SI092) ERROR IN RECORD ARRAY OR KEY ARRAY
10. (SI092) ERROR: ACTION, RECTYP, IVAL1, IVAL2: XXXX
11. CALL REQUEST OFFICE
12. ERROR: INVALID BYTE LEN. FOR ACTION 31, SI093.
13. ERROR: INVALID RECTYPE FOR READ MANY, SI093
14. ERROR: INVALID NUMREC FOR RECTYP, SI093.
15. ERROR: THIS FACTOR TYPE XXXX HAS NO TRANSLATION, CANNOT VALIDATE THIS VALUE
16. INVALID REMOTE ID VALUE SENT TO SUBMET. JOB NOT SUBMITTED.
17. ERROR IN CALL TO $CTS IN SUBMET. RETURN CODE = XXXXXX
18. ERROR IN FACTOR # ON FILE
19. ERROR: INVALID NUMBER OF FACTORS PASSED TO SUBROUTINE UNCODE XXX
20. ERROR: INVALID FACTOR NUMBER: XXXXX PASSED TO SUBROUTINE UNCODE
21. ERROR: INVALID TRANSLATION TABLE ENTRY POINTER FOR FACTOR: xxxxx SUBROUTINE UNCODE

22. ERROR: INVALID TRANSLATION ENTRY LENGTH FOR FACTOR: XXXXX SUBROUTINE UNCODE
23. ERROR: INVALID FACTOR TYPE: XXX FOR FACTOR: XXXX SUBROUTINE UNCODE
24. LINKED FACTOR NOT ON FILE, CALL REQUEST OFFICE
25. ERROR: ERROR ENCOUNTERED IN MOVECH, CALL REQUEST OFFICE
26. ERROR: INVALID NUMBER OF FACTORS PASSED TO SUBROUTINE VALVAL XXX
27. ERROR: INVALID FACTOR NUMBER XXX PASSED TO SUBROUTINE VALVAL
28. ERROR: INVALID TRANSLATION ENTRY LENGTH FOR FACTOR: XXXXX SUBROUTINE VALVAL
29. ERROR: INVALID FACTOR TYPE: XXX FOR FACTOR: XXXX SUBROUTINE VALVAL
30. ERROR: ERROR VALIDATION YEAR, MOVECH, SUBROUTINE VALVAL
31. ERROR: INVALID NUMBER OF VALUES PASSED TO SUBROUTINE VALVAL
32. ERROR: FACTOR NUMBER RECORD NOT FOUND FOR FACTOR NUMBER XXXXX
33. ERROR: FACTOR XXXXX HAS NO TRANSLATION, CANNOT VALIDATE VALUES(S)
34. ERROR: TRANSLATION NOT FOUND FOR FACTOR NUMBER XXXXX
35. ****TRACE BACK****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS

31–14. Operation Errors
The following list contains possible operation error messages and the corrective action to be taken for each.

Table 31–4
Operation Errors

MESSAGE: ERROR IN INPUT, OK IS INVALID
ACTION: The user has entered an invalid value. Then, when OK was entered to implement the new information on the file, the value could not be verified. Select the Change option and correct the invalid entry.

MESSAGE: CMF VALUE SHOULD BE INTEGER
ACTION: The user has entered an alphabetic CMF. Enter a valid numeric CMF.

MESSAGE: INVALID ANSWER, TRY AGAIN
ACTION: The user has made an invalid response. Enter a valid response.

MESSAGE: YOU DO NOT HAVE UPDATE ACCESS
ACTION: The user has attempted to update information, but does not have update capabilities. Select report options only.

MESSAGE: MOS XXXX ALREADY EXISTS ON QUAL FILE
ACTION: The user has attempted to add an MOS that already exists. Enter new MOS that is not on the file.

MESSAGE: 500 MOS ALREADY ON FILE. ADDITION NOT ALLOWED
ACTION: The user has attempted to add an MOS but the Qualifications file is full. Select another option or delete an MOS.

MESSAGE: INVALID INPUT, VALUE XX, ENTER LINE AGAIN
ACTION: The user has entered an invalid response. Re–enter the entire line.

MESSAGE: INVALID AIT LOCATION NAME. TRY AGAIN
ACTION: The user has entered an invalid AIT location. Enter a valid AIT location.

MESSAGE: INVALID INPUT. TRY AGAIN
ACTION: The user has entered an invalid response. Enter a valid response.

MESSAGE: MOS XXXX NOT ON QUAL FILE
ACTION: The user has attempted to process an MOS that does not exist on the Qualifications file. Enter a valid MOS from the Qualifications file.

MESSAGE: ERROR 10 LOCATIONS ON FILE, NO ADDITIONS ALLOWED
ACTION: The user has attempted to add an AIT location to an MOS, but the MOS already has 10 locations. Select another option or delete an AIT location.

MESSAGE: LOCATION XXXX NOT ON AIT LOCATION FILE. ENTER LINE AGAIN
ACTION: The user has entered an invalid AIT location. Re–enter the entire line.

MESSAGE: ERROR: NOn–NUMERIC FY ENTERED
ACTION: The user has entered a non–numeric fiscal year. Enter a numeric fiscal year.

MESSAGE: INVALID COMPONENT
ACTION: The user has entered an invalid component. Enter a valid component.

Table 31–4
Operation Errors—Continued

MESSAGE: INVALID YEAR
ACTION: The user has entered an invalid year. Enter a valid year.

MESSAGE: XXXX NOT ON QUAL FILE
ACTION: The user has entered an invalid response. Enter a valid response.

MESSAGE: INVALID ABBREVIATION
ACTION: The user has entered an invalid factor abbreviation. Enter a valid abbreviation.

MESSAGE: ERROR: NOn–NUMERIC CHARACTERS ENTERED
ACTION: The user has entered a non–numeric response where a numeric response was needed. Enter a numeric response.

MESSAGE: ERROR: CMF XX INVALID
ACTION: The user has entered an invalid CMF. Enter a valid CMF.

MESSAGE: ERROR: CMF XX NOT ON QUAL FILE
ACTION: The user has entered a CMF that does not exist on the file. Enter a valid CMF from the Qualifications file.

MESSAGE: MOS XXXX ALREADY BELONGS TO CMF XX
ACTION: The user has attempted to update a CMF with an MOS that already belongs to another CMF. Enter another MOS for the CMF.

MESSAGE: NO TIME DEPENDENT RECORDS FOR XXXX
ACTION: The user has attempted to report time dependent records for an MOS that has none. Enter another MOS to be reported.

MESSAGE: NO FINE TUNING RECORDS FOR XXXX
ACTION: The user has attempted to report fine tuning percentages for an MOS that has none. Enter another MOS to be reported.

MESSAGE: NO REMARKS FOR XXXX
ACTION: The user has attempted to report remarks for an MOS that has none. Enter another MOS to be reported.

MESSAGE: MOS NOT ON CMF/MOS RECORD
ACTION: The user has attempted to process an MOS that does not belong to a selected CMF. Enter another MOS to be processed.

MESSAGE: MOS NOT ON ID/MOS RECORD
ACTION: The user has attempted to process an MOS that does not belong to a selected staff ID. Enter another MOS.

MESSAGE: CHARACTER UNDER SLASH—PLEASE Re–enter LINE
ACTION: The user has entered a response directly below a slash. The response has not been accepted. Re–enter the line.

MESSAGE: THERE ARE NO MOS CODES IN THIS RANGE
ACTION: The user has entered a range for which no MOS codes exist. Enter another range of MOSs.

MESSAGE: NONE OF THESE MOS CODES ARE VALID
ACTION: The user has entered invalid MOS codes. Enter a list of valid MOSs.

MESSAGE: CMF MUST BE A 2–DIGIT INTEGER
ACTION: The user has not entered a two–digit CMF. Enter a valid two–digit CMF.

MESSAGE: NO VALID MOS CODES IN THIS CMF
ACTION: The user has entered a CMF for which no MOSs exist. Enter another CMF.

MESSAGE: ERROR: INVALID FISCAL YEAR
ACTION: The user has entered an invalid fiscal year. Enter a valid fiscal year.

MESSAGE: ERROR: INVALID STAFF ID. TRY AGAIN
ACTION: The user has entered an invalid staff ID. Enter a valid staff ID.

MESSAGE: THERE IS NO DESCRIPTION RECORD FOR MOS XXXX
ACTION: The user has attempted to report an MOS description for an MOS that has no description. Select another MOS.

MESSAGE: THERE IS NO DESCRIPTION RECORD FOR PREREQUISITE XXXX OF MOS XXXX ON LUN91
ACTION: The user has attempted to report a prerequisite MOS description for a prerequisite that has no description. Select another MOS.

MESSAGE: REMARKS FOR MOS NOT ON FILE
ACTION: The user has attempted to process remarks for an MOS that has no remarks. Select another MOS.

MESSAGE: MOS XXXX NOT ON REMARKS FILE

Table 31–4
Operation Errors—Continued

ACTION: The user has tried to process remarks for an MOS that is not located on the Remarks file. Enter another MOS.

MESSAGE: THE RECORD IS NOT FOUND. MOS XXXX FY XX

ACTION: The user has attempted to replicate fine tuning percentages for an MOS and fiscal year combination that does not exist on file. Enter another MOS/fiscal year combination.

MESSAGE: FACTOR NAME XXXX IS NOT A VALID TIME DEPENDENT QUAL FACTOR

ACTION: The user has entered an invalid time dependent factor. Enter the name of a valid time dependent factor.

MESSAGE: RECORD IS NOT FOUND ON THE FILE. MOS XXXX FAC XXXX

ACTION: The user has attempted to replicate time dependent factors for an MOS and factor that are not on file. Enter another MOS/factor combination

MESSAGE: A TIME DEPENDENT RECORD FOR MOS XXXX FAC XXXX ALREADY EXISTS

ACTION: The user has attempted to update a time dependent factor that already exists. Enter another time dependent factor.

MESSAGE: 5 FACTORS EXIST FOR COMPONENT. NO ADDITIONS ALLOWED

ACTION: The user has attempted to enter more than five factors for a component. Delete a factor or enter another component.

MESSAGE: ENTERED VALUES NOT EXCLUSIVE OF PREVIOUS WINDOW. VALUES–Re–enter

ACTION: The user has attempted to update a search window with RECSTA weeks that are already contained in the previous window. Enter RECSTA weeks that are not in the previous window.

MESSAGE: RECORD NOT FOUND

ACTION: The user has entered a record that is not on file. Enter a valid record.

MESSAGE: YOU ARE DELETING LAST WINDOW–DELETE NOT ALLOWED

ACTION: The user has attempted to delete the last search window. This is not allowed. Select another option.

MESSAGE: INVALID FACTOR NAME

ACTION: The user has entered an invalid factor name. Enter a valid factor name.

MESSAGE: INVALID ANSWER, RECORDS EXIST FOR ONLY AA

ACTION: The user has attempted to process records for a component other than Active Army. Enter records for Active Army.

MESSAGE: COMPONENT XXXX NOT ON FILE

ACTION: The user has entered a component that is not on file. Enter a valid component.

MESSAGE: ERROR–VALID WEEK # RANGE BETWEEN 1 AND 53.

ACTION: The user has entered an invalid week range. Enter a valid range between 1 and 53.

MESSAGE: RECORD ALREADY EXISTS. USE CHANGE OPTION FOR ANY CHANGES

ACTION: The user has tried to add a record that already exists. If changes are desired, select the Change option. Otherwise, add a new record.

MESSAGE: 6 FACTORS EXIST FOR THIS MOS. NO ADDITIONS ALLOWED

ACTION: The user has attempted to add more than six qualification factors to an MOS, which is not allowed. Delete factors or select another MOS for processing.

MESSAGE: ERROR–BLANK INPUT NOT ALLOWED. ENTER LINE AGAIN

ACTION: The user has attempted to enter blanks instead of valid responses, which is not allowed. Enter valid responses.

MESSAGE: XXXX IS AN INVALID FACTOR ABBREVIATION

ACTION: The user has entered an invalid factor abbreviation. Enter a valid factor abbreviation.

MESSAGE: XXXX IS AN INVALID MINIMUM QUALIFICATION FACTOR

ACTION: The user has entered an invalid minimum qualification. Enter a valid qualification.

MESSAGE: XX IS AN INVALID OPERATOR WITH PHYSICAL PROFILE, TRY AGAIN. THE ONLY VALID OPERATOR IS GE

ACTION: The user has not entered GE as the operator for physical profile. Enter GE as the operator.

MESSAGE: YOU MUST ENTER AN OPERATOR. TRY AGAIN VALID OPERATORS ARE: XXXX

ACTION: The user has failed to enter an operator. Enter a valid operator.

MESSAGE: XX IS AN INVALID OPERATOR, TRY AGAIN. VALID OPERATORS ARE: XXXX

ACTION: The user has failed to enter a valid operator. Enter a valid operator.

MESSAGE: YOU MUST ENTER VALUE XX, TRY AGAIN

Table 31–4
Operation Errors—Continued

ACTION: The user has failed to enter a value for a factor. Enter a valid value.

MESSAGE: INVALID VALUE FOR FACTOR XX

ACTION: The user has failed to enter a valid value for a factor. Enter a valid value.

MESSAGE: MAXIMUM OF XX QUALIFICATIONS ON FILE, ADDING THIS LINKED FACTOR WOULD NOT BE POSSIBLE, TRY AGAIN

ACTION: The user has tried to link a factor, but the maximum number of factors for an MOS has been reached. Delete factors or select another option.

MESSAGE: XXXX IS ALREADY LINKED, TRY AGAIN

ACTION: The user has tried to link a factor that is already linked. Select another factor to link.

MESSAGE: YOU MAY NOT LINK A FACTOR TO ITSELF, TRY AGAIN

ACTION: The user has tried to link a factor to itself, which is not allowed. Select another factor to be linked.

MESSAGE: YOU MAY NOT UPDATE XXXX, TRY AGAIN

ACTION: The user has limited update capabilities and has tried to update a factor that the user is not permitted to update. Select a valid factor to update.

MESSAGE: FISCAL YEAR XX NOT ON AA ANNUAL FILE

ACTION: The user has entered a fiscal year that was not located on the Active Army Annual file. Enter a fiscal year on file.

MESSAGE: FISCAL YEAR XX NOT ON AR ANNUAL FILE

ACTION: The user has entered a fiscal year that was not located on the Army Reserve Annual file. Enter a fiscal year on file.

MESSAGE: FISCAL YEAR XX NOT ON NG ANNUAL FILE

ACTION: The user has entered a fiscal year that was not located on the National Guard Annual file. Enter a fiscal year on file.

MESSAGE: USER FAILED TO ENTER A VALID Staff–ID (1–99).

ACTION: The user has entered an invalid Staff–ID code. Re–enter a valid code.

Chapter 32
RPSALE Program

Section I
Program Summary

32–1. Purpose
The RPSALE program reports class vacancies by enlistment type and sex for a user–specified MOS or range of MOS codes and reception station date or range of dates. The component reported (Active Army, Army Reserve or National Guard) is determined by the identity of the user except in the case of management users who may report a single component or all components. See paragraph 32–4, options, for the details of management options.

The RPSALE program is also known as KWIKSALE. Only the name differs among users.

32–2. Applicability
The RPSALE program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. Accession Management Branch,
  c. HQ USAREC, and
  d. National Guard Bureau.

32–3. Options
RPSALE provides the user with the following options according to access level.

  a. All Users: RPSALE provides to all users the option of generating a detailed (D) or cumulative (C) report. A detailed report displays vacancies for each week within the designated date range plus the cumulative total. The cumulative report displays only the totals for the designated date range. See Figures 32–1 and 32–2 for sample reports.

  b. Management Users: RPSALE provides the option of limiting the report to one component or reporting all components by one of the following prompts.

ENTER ACTIVE ARMY (A), RESERVES (R), GUARD (G), ALL (L), OR END (E)
    OR
ENTER ACTIVE ARMY (A), RESERVE (R), ALL (L) OR END (E)

Management users who select ALL (L) and certain National Guard users are required to limit the report to male or female vacancies.

Section II
Input Requirements

32–4. Data Items
RPSALE requires the user to enter the following items:
   (1) The MOS, CMF, Skill Cluster or Staff ID code to specify the MOS or range of MOS codes for which vacancies are to be reported.
   (2) The reception station date or range of dates to be included in the report. RECSTA dates are entered in DD MM YY format and must be Mondays.

32–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

32–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:
   ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RPSALE and depresses the carriage return key. The program is now ready to communicate with the user.

32–6. Procedures
Follow the procedures described below to generate a RPSALE report.
   The initial prompt seen by the user depends upon the user type. See the chart below to determine the initial prompt.

Table 32–1A
Procedures to generate a RPSALE report

User Type	Initial Prompt
1. Management users with National Guard reporting capability:	1
2. Management users without National Guard reporting capability:	2
3. Field users:	4

Table 32–1B
RPSALE report

Steps	Next Prompt
Prompt (1): RPSALE will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.	
ENTER ACTIVE ARMY(A), RESERVES(R), GUARD(G), ALL(L), OR END(E)	
1 The user should now enter **one** of the following responses:	
Enter A to report Active Army.	4
Enter R to report Army Reserve.	4
Enter G to report National Guard.	4
Enter L to report all components.	3
Enter E to terminate RPSALE program.	EXIT
2 Depress the carriage return key	

Table 32–1B
RPSALE report—Continued

Steps	Next Prompt

Prompt (2): RPSALE will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER ACTIVE ARMY (A), RESERVES (R), ALL (L), OR END (E)

1	The user should now enter **one** of the following responses:	
	Enter A to report Active Army.	4
	Enter R to report Army Reserve.	4
	Enter L to report all components.	3
	Enter E to terminate the RPSALE program.	EXIT
2	Depress the carriage return key.	

Prompt (3): RPSALE will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT FOR MALES (M), FEMALES (F) OR END (E)

1	The user should now enter **one** of the following responses:	
	Enter M to report male vacancies only.	4
	Enter F to report female vacancies only.	4
	Enter E to terminate the RPSALE program.	EXIT
2	Depress the carriage return key.	

Prompt (4): RPSALE will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DETAIL (D) OR CUMULATIVE (C)REPORT OR END (E)

1	The user should now enter **one** of the following responses:	
	Enter D to obtain a weekly report with cumulative totals.	5
	Enter C to report cumulative totals only.	5
	Enter E to terminate the RPSALE program.	EXIT
2	Depress the carriage return key.	

Prompt (5): RPSALE will print the following prompt. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1	The user should now enter **one** of the following responses:	
	Enter A for all MOS.	6
	Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 32–7 for a list of valid delimiters).	6
	Example: M, 11B1, 11G1	
	Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 32–7 for a list of valid delimiters).	6
	Example: C, 11, 12, 13	
	Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 32–7 for a list of valid delimiters).	6
	Example: S, GE, SS	
	Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 32–7 for a list of valid delimiters).	6
	Example: I, 11	
	Enter H to display the HELP module for this 'MOS SELECTION' prompt.	5
	Enter E to return to the previous prompt.	4
2	The next user action depends upon the user selection above.	

If the user chose:
A, H or E, depress the carriage return key (or enter key) **once;**
M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
  – **single code,** depress the carriage return **twice,**
  – **list of codes,** depress the carriage return **twice,**
  – **range of codes,** depress the carriage return **once.**

NOTE:See paragraph 32–7 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.

Table 32–1B
RPSALE report—Continued

Steps	Next Prompt

Prompt (6): RPSALE will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER RECSTA DATES OR END (E):
  START   END
DD/MM/MM DD/MM/YY

1	The user should now enter **one** of the following responses:	
	Enter the range of reception station dates, which must be Monday, under the appropriate labels and between the slashes. RPSALE prints the report as specified and terminates. See figures 32–1 and 32–2 for sample reports.	EXIT
	Enter E to exit from this step in the procedures.	EXIT
2	Depress the carriage return key.	

32–7. DESMOS HELP in response to the prompt:

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s)to be reported. Use the format below to respond to this prompt.

Table 32–1C
Valid input format: category delimiter code

Category	Code
A = All MOS on file	N/A
M = Specified MOSs	4–character MOS
C = Specified CMFs	1–2 character CMF
S = Specified Skill Clusters	2–character Skill Cluster
I = Specified Staff IDs	1–2 character Staff ID

Delimiters
Valid
Choices: = ' / , . blank
              – (dash – reserved for delimiter between start and end of range)

Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The **only** exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.

Notes:

Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time.

In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will **not** be maintained.

Examples

	Response
All	1. A
	2. Depress the carriage return key.
Single	1. C, 11 (or) C. 11
	2. Depress the carriage return key **twice.**
List	1. C, 11, 12, 13, 20, 36 (or) C 11 12 13 20 36
	2. Depress the carriage return key **twice.**
Range	1. C 11–15 (or) C=11–15
	2. Depress the carriage return key.

ENTER ACTIVE ARMY (A), RESERVES (R), GUARD (G), ALL (L), OR END (E) **G**

DETAIL (D) OR CUMULATIVE (C) REPORT, OR END (E) **D**
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E): **M,71L1,15E1**
ENTER RECSTA DATES OR END (E):
  START   END
DD/MM/YY DD/MM/YY
1 **8** **83** **15** **8** **83**

NG KWIKSALE
RECSTA RANGE: 1/ 8/83 - 15/ 8/83
REPORT DATE: 5/ 5/83

RECSTA DATE: 1/ 8/83
MALE BT SPACES AVAILABLE: 441
FEMALE BT SPACES AVAILABLE: 83

MOS	NPSM	NPSF	SP1M	SP1F	SP2M	SP2F
71L1	0	0	102	83	17	17

WEEKLY TOTAL
1/ 8/83

TOT	0	0	102	83	17	17
AIT	0	0	102	83	17	17
OSUT	0	0	0	0	0	0
CONS	0	0	18	4	0	3

RECSTA DATE: 8/ 8/83
MALE BT SPACES AVAILABLE: 69
FEMALE BT SPACES AVAILABLE: 33

MOS	NPSM	NPSF	SP1M	SP1F	SP2M	SP2F
71L1	0	0	69	33	17	17

WEEKLY TOTAL
8/ 8/83

TOT	0	0	69	33	17	17
AIT	0	0	69	33	17	17
OSUT	0	0	0	0	0	0
CONS	0	0	19	4	0	2

Figure 32–1. RPSALE detailed report sample

```
                    RECSTA DATE:  15/ 8/83
              MALE BT SPACES AVAILABLE:   147
              FEMALE BT SPACES AVAILABLE:    62

MOS       NPSM       NPSF        SP1M       SP1F        SP2M       SP2F
71L1        0          0         102         62          2          2

WEEKLY TOTAL
15/ 8/83

TOT         0          0         102         62          2          2
AIT         0          0         102         62          2          2
OSUT        0          0           0          0          0          0
CONS        0          0          18          3          2          2

GRAND TOTAL

              MALE BT SPACES AVAILABLE:   657
              FEMALE BT SPACES AVAILABLE:   178

TOT         0          0         102        102         36         36
AIT         0          0         102        102         36         36
OSUT        0          0           0          0          0          0
```

Figure 32–1. RPSALE detailed report sample – continued.

```
ENTER ACTIVE ARMY (A), RESERVES (R), GUARD (G), ALL (L), OR END (E) G

DETAIL (D) OR CUMULATIVE (C) REPORT, OR END (D) C
ENTER MOS SELECTION (A, M, C, S, I), HELP (H), OR END (E):  M, 71L1

ENTER RECSTA DATES OR END (E):
   START      END
DD/MM/YY   DD/MM/YY
 1  8  83   15  8  83

                        NG KWIKSALE
            RECSTA RANGE:  1/ 8/83 - 15/ 8/83
                  REPORT DATE:  5/ 5/83

              MALE BT SPACES AVAILABLE:   657
              FEMALE BT SPACES AVAILABLE:   178

MOS       NPSM       NPSF        SP1M       SP1F        SP2M       SP2F
71L1        0          0         102        102         36         36

GRAND TOTAL

TOT         0          0         102        102         36         36
AIT         0          0         102        102         36         36
OSUT        0          0           0          0          0          0
```

Figure 32–2. RPSALE cumulative report sample

Section IV
Output Description

32–8. Output
RPSALE provides a cumulative or detailed report of class vacancies. Figures 32–1 and 32–2 illustrate sample reports.
  a. The heading of each report contains the component reported, the RECSTA date or range of dates covered, the report date and a statement of the number of BT spaces available.
  b. The row and column headings are detailed in table 32–2, RPSALE output description.

Table 32–2
RPSALE output description

Field Name	Field Label	Content Description
Military occupational specialty	MOS	The MOS being reported. The vacancies reported on a specific MOS line under the enlistment type columns are minimized with the Annual file 'TO GO' and the Quota file 'TO GO'. The Quota file 'TO GO' depends on sharing and fine tuning or fixed fine tuning window.
Enlistment types for Active Army	NPS (M or F)	Non–prior service, male (M) or female (F).
Enlistment types for Active Army with class and BT designation	PS (M or F) OSUT	Prior service, male (M) or female (F), OSUT class, taking both BT and AIT.
	PS (M or F) AIT ONLY	Prior service, male (M) or female (F), taking AIT only.
Enlistment types for Army Reserve	NPS (M or F)	Non–prior service, male (M) or female (F).
	IRN (M or F)	Individual Ready Reserve, Non–prior service, male (M) or female (F).
	SP1 (M or F)	Split training option 1, male (M) or female (F).
	SP2 (M or F)	Split training option 2, male (M) or female (F).
Enlistment types for National Guard	NPS (M or F)	Non–prior service, male (M) or female (F).
	SP1 (M or F)	Split training option 1, male (M) or female (F).
	SP2 (M or F)	Split training option 2, male (M) or female (F).
Weekly total date	WEEKLY TOTAL DD/MM/YY	The reception station date of the week being reported.
Total	TOT	The total class vacancies. Weekly Total and Grand total vacancies are minimized with the sum of the individual MOS line(s) and the Annual file 'TO GO'.
Advanced individual training class	AIT	The number of class seats available, non––OSUT.
One station unit training	OSUT	The number of OSUT class seats available.
Constrained total	CONS	The actual number of vacancies (reported by week only). Constrained totals are minimized with available BT seats, available weekly limit quotas and the class total.
Grand total	GRAND TOTAL	The totals for the time period covered by the report.

Notes:
  Column headings vary with the component reported.

32–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

32–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
     XXXX FILE NOT INCREMENTED
     XXXX FILE NOT DECREMENTED

XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
       : ILLEGAL XXXXXX
       : OCCURRED IN XXX WHEN CALLING XXXX
       : IN XXXXXX WHEN RUNNING XXXXX
       : RETURNED BY XXXX
       : ERROR IN XXXX
       : XXXX NOT FOUND
       : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
       : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
       : INVALID XXXX INDICATOR IN SUBROUTINE XX
       : XXX NOT FOUND ON XXXX FILE
       : XXXXX ERROR–SUBROUTINE XXXXXX
       : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
       : ILLEGAL XXXX PASSED TO XXXXXX
       : BAD XXXX IN XXXXXX
       : IN XXXXX – X   XXXXX
       : CANNOT FIND XXXX ON XXXXXX
7. FATAL: ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

32–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 32–2
Operation Errors

MESSAGE: 1. INVALID RESPONSE
2. INVALID DAY
3. INVALID MONTH
4. INVALID YEAR
5. RECSTA MUST BE MONDAY (DD/MM/YY is XXXXXXX)
6. END DATE MAY NOT BE BEFORE START DATE

ACTION: The user has entered invalid reception station date range values. The data entry prompt is repeated. Re–enter valid values under the appropriate labels between the slashes.

MESSAGE: 1. MOS IS NOT IN QUAL FILE
2. CHARACTER UNDER SLASH......PLEASE Re–enter LINE
3. NONE OF THESE MOS CODES ARE VALID.
4. THERE ARE NO MOS CODES IN THIS RANGE
5. CMF MUST BE A 2–DIGIT INTEGER
6. STAFF ID MUST BE AN INTEGER BETWEEN 1 AND 10
7. NO VALID MOS CODES IN THIS SKILL CLUSTER
8. SKILL CLUSTER MUST BE 2 ALPHABETIC CHARACTERS
9. CHOICE INVALID, Re–enter:

ACTION: The user has entered invalid information in specifying the MOS or range of MOS codes to be reported. The data entry prompt is repeated. Re–enter valid values.

The following are information messages which may appear during the running of RPSALE. No corrective action is necessary, processing continues.

MESSAGE:
1. NO CLASS RECORDS LOADED FOR DATE XX/XX/XX
2. YEARLY LIMIT REACHED XX (component) XXXX (MOS)
3. RECEPTION STATION DATE EXCEEDS DATE ON BCT FILE
       BEGIN DATE: XX/XX/XX
       END DATE: XX/XX/XX
       BT SPACE SET TO ZERO
4. ERROR RECEPTION STATION DATE EXCEEDS DATE RANGE ON BCT FILE BCT SPACE SET TO ZERO

Chapter 33
SWAR Program

Section I
Program Summary

33–1. Purpose
The SWAR program allows users to report all or selected records of split training Phase I reservations without a Phase II reservation, ship verified, with the inactive indicator not set. SWAR report data is compiled by the KICKER Program from the Army Reserve and National Guard Recruit files once a week on Monday morning. Any updates to the Recruit files will be reflected in the following week's data.

33–2. Applicability
The SWAR program is accessed by the following user groups:
  a. KEYSTONE Branch,
  b. USAR Recruiting Battalions,
  c. USAREC,
  d. Accession Management Branch,
  e. OCAR,
  f. NGB, and
  g. FORSCOM.

33–3. Options
SWAR provides the management user with the following options according to the user's access level:

a. *LOCID* NATIONAL GUARD:

SELECT (S)–designated LOCIDs

FORSCOM:

ALL (A)
CONUSA (01–06)
MUSARC (01–99)
GOCOM (seven–character)
UIC (seven–character)
SELECT (S)–designated LOCIDs

USAREC:
ALL (A)
BRIGADE (01–06)
BATTALION (designated Battalion)
SELECT (S)–designated LOCID

b. *AR–HIERARCHY*   CONUSA (01–09)(Batch output only)
MUSARC (1–99)
DRC (1A–7U)
ALL (A)   (Batch output only)
DRC/MUSARC combinations

c. Management users have access to all report modes. CONUSA users have access to their CONUSA only, a MUSARC report for any MUSARC in the CONUSA, and any LOCID report.

d. All CONUSA reports will be submitted in Batch to run on the user's ID the next morning.

e. MUSARC users have access to any MUSARC report and any LOCID report.

f. DRC users are prompted for MUSARC/DRC combination values. With a valid combination entry, the report for that DRC in that MUSARC is displayed: DRC users may also access any LOCID report.

g. Other users have access to reports only for the particular LOCID or UIC associated with the access code.

Section II
Input Requirements

33–4. Data Items
SWAR requires the management user to enter one or more of the following items.

a. Valid LOCID(s).
b. Valid Brigade (01–06).
c. Valid Battalion/DRC code (1A–7U).
d. Valid CONUSA (01–09).
e. Valid MUSARC (1–99).
f. Valid GOCOM (designated seven–character code).
g. Valid UIC (designated seven–character code).

33–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

33–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters SWAR and depresses the carriage return key. The program is now ready to communicate with the user.

33–6. Procedures

Follow the procedures described below to report split training Phase I reservations without a Phase II reservation.

Table 33–1
Procedures to report split training Phase I reservations without a Phase II reservation.

SWAR: SWAR

***************************ADVISORY***************************
SWAR DATA IS GENERATED EVERY SUNDAY. UPDATE TO RECRUIT RECORDS THROUGHOUT THE WEEK WILL NOT CHANGE THE SWAR REPORT UNTIL THE DATA IS REBUILT NEXT SUNDAY.
****

Field users with limited access see no LOCID input prompts. SWAR reports the user's LOCID only. Management users will see the following prompt.

PROCESS BY LOCID (L), AR–HIERARCHY (A) OR END (E)?

USER:
1. Enter L to process the report by LOCID and follow the procedures below.
2. Enter A to process the report by AR–HIERARCHY and follow the procedures in paragraph 33–7.
3. Depress the carriage return key.

Note: Users will see one of the following prompts according to access level.

USER:
(The user will see one of the following prompts.)
LOCATION ID INPUT–
   HIERARCHY SELECTION
ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E):
(KEYSTONE)
LOCATION ID INPUT –
(FORSCOM, CONUSA, MUSARC, USAREC, GOCOM, UIC, Brigade, Battalion, National Guard)

USER: (Only KEYSTONE users must respond to this prompt.)

1. Enter F and depress the carriage return key to access FORSCOM information.
2. Enter U and depress the carriage return key to access USAREC information.
3. Enter N and depress the carriage return key to access National Guard information.
4. Enter E and depress the carriage return key to terminate the program.

USER: (The user will see one of the following prompts)

USER: ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U), SELECT (S, OR END (E):
(FORSCOM)
ENTER ALL (A), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(CONUSA)
ENTER ALL (A), GOCOM (G), UIC (U), SELECT (S), OR END (E):
(MUSARC)
ENTER ALL (A), UIC (U), SELECT (S), OR END (E):
(GOCOM)
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (S), OR END (E):
(USAREC)
ENTER ALL (A), BATTALION (T), SELECT (S), OR END (E):
(Brigade)
ENTER ALL (A), SELECT (S), OR END (E):
(Battalion, National Guard)

USER:
1. Enter A and depress the carriage return key to report all recruits at all locations within the user's access area and previously specified Reception Station date. SWAR prints the report or an information message and terminates the program.
2. Enter C, G, M, R, T, or U and depress the carriage return key. Proceed to the next prompt to indicate the desired code.
3. Enter S and depress the carriage return key to limit the report to from one to 12 specific locations. Skip the next prompt.

Table 33–1
Procedures to report split training Phase I reservations without a Phase II reservation.—Continued

4. Enter E and depress the carriage return key. SWAR terminates the program.

USER: (Depending upon the entry made in the prompt above, the user will see one of the following prompts)

USER:
Entry
C   ENTER CONUSA CODE (1–9) OR END (E):
M   ENTER MUSARC CODE (1–99) OR END (E):
G   ENTER GOCOM CODE OR END (E):
U   ENTER UIC CODE OR END (E):
R   ENTER BRIGADE CODE OR END (E):
T   ENTER BATTALION CODE OR END (E):

USER:
1. Enter the specific identification code as specified in paragraph 49–4 and depress the carriage return key to obtain a report of all recruits within the particular Army or Brigade (also referred to as Region) for the Reception Station date specified. All numbers less than ten must be preceded by a zero. SWAR prints the report or an information message and terminates the program.
2. Enter E and depress the carriage return key. The user will be returned to the last prompt received.

SWAR:
SWAR: ENTER LOCIDS BETWEEN THE SLASHES
     /   /   /   /   /   /   /   /   /   /   /   /
USER:
1. Enter the specific identification codes for the locations to be reported. Up to 12 location codes may be entered.
2. Depress the carriage return key.

SWAR: ENTER MORE LOCIDS(Y) OR (N)?
USER:
l. Enter Y to enter more identification codes, depress the carriage return key and return to the previous prompt. Do not repeat the previously entered identification codes.
2. Enter N and depress the carriage return key to indicate that no more locations are to be reported.

SWAR: PROCESS BY LOCID (L) OR DRC (D)
USER:
1. Enter L to have the records listed by LOCID.
2. Enter D to have the records listed by DRC.
3. Depress the carriage return key.

SWAR: Prints the desired list of reservations, including each individual's name, MOS, social security number, LOCID, ship date, UIC, MUSARC, phone number, SM phone, and unit designation. The SWAR program terminates for field users and returns to the initial prompt for management users.

```
  · · · · · · · · · · · · · · · · · · · · · · · · · ADVISORY · · · · · · · · · · · · · · · · · · · · · · · ·
  *  SWAR DATA IS GENERATED EVERY SUNDAY.  UPDATES TO RECRUIT *
  *  RECORDS THROUGHOUT THE WEEK WILL NOT CHANGE THE SWAR        *
  *  REPORT UNTIL THE DATA IS REBUILT NEXT SUNDAY.               *
  · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
```

PROCESS BY LOCID (L), AR-HIERARCHY (A) OR END (E)?
L
LOCATION ID INPUT –
    HIERARCHY SELECTION

ENTER FORSCOM (F), USAREC (U), NG (N), OR END (E): **U**
ENTER ALL (A), BRIGADE (R), BATTALION (T), SELECT (S), OR END (E):
S
ENTER LOCIDS BETWEEN THE SLASHES
    /   /   /   /   /   /   /   /   /   /   /   /
11

ENTER MORE LOCIDS (Y) OR (N)?
N
 PROCESS BY LOCID (L) OR DRC (D)?
L

            SPLIT TRAINING PHASE I RESERVATIONS WITHOUT A PHASE II

                        **** 21/ 3/84 ****

LOCID 11

  NAME   / MOS / SOC SEC# / LOCID / SHIP DATE / UIC # /
MUSARC / PHONE NO   /
  SM PHONE / UNIT-DSG

OAKLEY, ANOTHONY /A   76C1   62222222   11   10/ 7/81   WTE2AA

    0   0

JOHNSON JEFFERSON /P   95B1   66666666   11   16/ 7/82   WTE2AAA
03   1111111111
9143598118   812 MP CO

BARKER DONALD   76Y1   77777777   11   20/ 5/83   W8WLA2A
        9144444444

    0   0

SMITH, ROGER   51R1   73737373   11   25/ 6/82   WS5JD0A
03   9144444444
9143614311   CO D 854 ENGR BN (EQ MNT)

ARCH, CARL   91E1   76666666   11   2/ 7/81   WS5JD0A

    0   0

            * * * * * * * * * * * * END OF REPORT * * * * * * ; * * * * * *

PROCESS BY LOCID (L), AR-HIERARCHY (A) OR END (E)?
E

            Figure 33–1. SWAR display selected records by LOCID. Sample execution

33–7. Procedures for SWAR processing of AR–Hierarchy

_____NOTICE _____

FORSCOM and KEYSTONE users who choose to report ALL (A) or CONUSA (C) – reports are immediate BATCH on selected printer.

CONUSA users who choose to report one CONUSA (C) – reports are delayed batch on selected printer.

_____

The user will see one or more of the following prompts/according to access level.

_____

Table 33–2
Procedures for SWAR processing of AR–Hierarchy

SWAR: (FORSCOM)(KEYSTONE): ENTER ALL (A), CONUSA (C), MUSARC (M), GOCOM (G), UIC (U), SELECT (S), OR END (E)
(CONUSA): PROCESS BY CONUSA (C), MUSARC (M), DRC (D), ALL (A), END (E), OR EXIT (X)
(MUSARC): ENTER A MUSARC (1–99), END (E), OR EXIT (X)
(DRC): DRC/MUSARC, END (E) OR EXIT (X)
USER: The procedures are divided into sections marked by ****'USER'****. Follow the procedures according to your access level. See figure 33–2 for a sample report.

**** FORSCOM, KEYSTONE and CONUSA ****
USER:
1. Enter C to report one CONUSA and follow the procedures under ****CONUSA****.
2. Enter M to report one MUSARC and follow the procedures under ****MUSARC****.
3. Enter D to report a DRC and follow the procedures under ****DRC****.

(FORSCOM and KEYSTONE only): 4. Enter A to report all units and follow the procedures below.
5. Enter E to return to the initial prompt.
6. Enter X to terminate the SWAR program.
7. Depress the carriage return key.

_____

SWAR: (FORSCOM)(KEYSTONE): SEND OUTPUT TO SAC (1), SCHOOLS BRANCH (2), USAREC (3), OR FORSCOM (4), VETRO (5), VETRO (6), VETRO (7), VETRO (8), VETRO (9), VETRO (10), VETRO (11), BCS LASER (12)?
USER:
1. Select and enter the desired output location for an immediate Batch report.
2. Depress the carriage return key.

_____

SWAR: (FORSCOM)(KEYSTONE): PUN FIL XXXX TO XXXX COPY OOX NOHOLD
SWAR repeats the initial prompt.

      **** **CONSUA** ****

_____

SWAR: (FORSCOM)(KEYSTONE): PLEASE ENTER A CONUSA (01–09), END (E), OR EXIT (X)
USER:
1. Enter a CONUSA code for a report.
2. Enter E to return to the initial prompt.
3. Enter X to terminate SWAR.
4. Depress the carriage return key.

The report will be **BATCH** to a designated location FORSCOM and KEYSTONE will be immediate batch, CONUSA users will be delayed batch.

_____

SWAR: (FORSCOM)(KEYSTONE): SEND OUTPUT TO SAC (1), SCHOOLS BRANCH (2), USAREC (3), OR FORSCOM (4), VETRO (5), VETRO (6), VETRO (7), VETRO (8)VETRO (9), VETRO (10), VETRO (11), BCS LASER (12)?
USER:
1. Select and enter the desired output location.
2. Depress the carriage return key.

_____

SWAR: (FORSCOM)(KEYSTONE): RUN FILE XXXX TO (LOCATION) COPY OOX HOLD (OR NOHOLD) Prints the report at the desired location immediately for FORSCOM and KEYSTONE ID, the next morning for CONUSA ID, and repeats the initial prompt.
     **** **MUSARC** ****

_____

Table 33–2
Procedures for SWAR processing of AR–Hierarchy—Continued

SWAR: (FORSCOM)(KEYSTONE): ENTER A MUSARC (1–99), END (E), or EXIT (X)
USER:
1. Enter a MUSARC code.
2. Enter E to return to the initial prompt.
3. Enter X to terminate the SWAR program.
4. Depress the carriage return key.

SWAR: (FORSCOM)(KEYSTONE): If the MUSARC entered is associated with only one CONUSA, SWAR displays the report; otherwise.

THIS MUSARC IS IN THE FOLLOWING CONUSAS XXX   XXX   XXX ——.
ENTER THE CONUSA YOU WANT TO REPORT, END (E), OR EXIT (X)
USER:
1. Enter a CONUSA from the list displayed.
2. Enter E to return to the initial prompt.
3. Enter X to terminate the SWAR program.
4. Depress the carriage return key.

SWAR: (FORSCOM)(KEYSTONE): Displays the SWAR report and returns the user to the initial prompt.

**** DRC ****

SWAR: (FORSCOM)(KEYSTONE): DRC/MUSARC, END (E), OR EXIT (X).
USER: 1. Enter a DRC/MUSARC combination.
2. Enter E to return to the initial program prompt.
3. Enter X to terminate the SWAR program.
4. Depress the carriage return key.

SWAR: (FORSCOM)(KEYSTONE):
SWAR: SWAR displays the report unless the DRC/MUSARC combination is associated with more than one CONUSA. If there is such an association:
                CONUSA FOUND, CONUSA =
                XXXX CONUSA = XXXX
                .
                .
                .
                CONUSA = XXXX
SELECT ONE CONUSA CODE FROM THE LIST, END (E), OR EXIT (X).

USER:
1. Select and enter a CONUSA from the displayed list.
2. Enter E to return to the initial prompt.
3. Enter X to terminate SWAR.
4. Depress the carriage return key.

SWAR: (FORSCOM)(KEYSTONE): Displays the report and returns the user to the initial prompt.

```
* * * * * * * * * * * * * * * * * * * * * * * ADVISORY * * * * * * * * * * * * * * * * * * * * * * *
* SWAR DATA IS GENERATED EVERY SUNDAY.  UPDATES TO RECRUIT *
* RECORDS THROUGHOUT THE WEEK WILL NOT CHANGE THE SWAR      *
* REPORT UNTIL THE DATA IS REBUILT NEXT SUNDAY.             *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

PROCESS BY LOCID (L), AR-HIERARCHY (A) OR END (E)?
L
ENTER ALL (A), GOCOM (G), UIC (U), SELECT (S), OR END (E):
A
PROCESS BY LOCID (L), OR DRC (D):
L

                SPLIT TRAINING PHASE I RESERVATIONS WITHOUT A PHASE II
                    MUSARC 02    HIERARCHY REPORT
------------------------------------------------------------------------------------

                            * * * * 21/ 3/84 * * * *


    MUSARC    02

    DRC ALBANY

     NAME                                / MOS / SOC SEC# / CREDT / LOCID / SHIP DAT /
    MUSARC / UIC#    /PHONE NO           /
     SM PHONE  / UNIT-DSG

    JONES JOHN DOE                        65J1    77777777    1F1H    67        17/ 6/83
    02        W7TSAAA 222222222
    0236322117      USA TRANS RAIL SVCS (2A)

    SMITH JAMES D                         65J1    44444444    1F2L    691       6/ 9/83
    02        W7TSAAA
    2036322117      USA TRANS RAIL SVCS (2A)


                * * * * * * * * * * * * END OF REPORT * * * * * * * * * * * *


    PROCESS BY LOCID (L), AR-HIERARCHY (A) OR END (E)?
    E
```

Figure 33–2. SWAR sample of a MUSARC report

Section IV
Output Description

33–8. Output
SWAR provides a report of split training Phase I reservations without a Phase II, including each individual's name, MOS, social security number, credit, LOCID, and ship date. The user can select options which result in the display of:
  a. All such reservations by LOCID or AR–Hierarchy.
  b. Reservations held under a specific Army code or CONUSA.
  c. Reservations held within a specific region or MUSARC.
  d. Reservations held under specific LOCIDs or DRCs.

If blanks or zeroes appear in certain fields of the report, it means there is no information on the record for that particular factor.

33–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

33–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
    XXXX FILE NOT INCREMENTED
    XXXX FILE NOT DECREMENTED
    XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
    COUNTERS WOULD BECOME NEGATIVE
    UNSUCCESSFUL UPDATE OF XXXXX
    RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
    ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
    XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
    VSAM ERROR RETURN CODE = XXXXXX
    ACTION CODE = XXX
    KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
    RECORD TYPE = XXX
    SPARE VARIABLE X = XXXXXX
    CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL CCCCCC
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX

15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX

33–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 33–3
Operation Errors

MESSAGE: XXX IS AN INVALID LOCID
ACTION: Re–enter a valid LOCID.

MESSAGE: CODE INVALID, Re–enter
ACTION: The user has entered an invalid Army code. Verify and Re–enter a valid Army code.

MESSAGE: ***BAD INPUT–PLEASE TRY AGAIN***
ACTION: Re–enter the data when the prompt is displayed.

MESSAGE: CONUSA NOT FOUND FOR USERS ID–CALL KEYSTONE OFFICE
ACTION: SWAR terminates. Please call the KEYSTONE office.

MESSAGE: INVALID MUSARC
ACTION: Re–enter the MUSARC code (1–99).

MESSAGE: CONUSA XX INVALID, TRY AGAIN
ACTION: Re–enter a CONUSA code (01–09).

MESSAGE: 89 IS NOT A VALID MUSARC CODE FOR THE SWAR PROGRAM or SWAR DOES NOT REPORT MUSARC 89
ACTION: This is an information message. MUSARC 89 is a test MUSARC.

MESSAGE: YOU ARE NOT AUTHORIZED TO REPORT THIS MUSARC
ACTION: Enter the MUSARC code which is associated with your authorized access.

MESSAGE: NO MATCH FOR MUSARC CODE = XXXXXXXX
ACTION: Re–enter the MUSARC code.

MESSAGE: WRONG CONUSA ENTERED XXXX
ACTION: The CONUSA must be one of displayed CONUSAs with which the MUSARC is associated. Enter a CONUSA from the displayed list.

MESSAGE: ENTERED MUSARC is OUT OF RANGE
ACTION: This message appears when the MUSARC part of a DRC/MUSARC combination is invalid. Re–enter the combination with a valid MUSARC value.

MESSAGE: NO CONUSA FOUND FOR YOUR MUSARC XXXX
ACTION: The DRC/MUSARC entry prompt is displayed again. Re–enter the combination.

MESSAGE: WRONG CONUSA ENTERED XXXX, PLEASE TRY AGAIN
ACTION: You must enter a CONUSA from the displayed list. Re–enter a valid CONUSA.

Chapter 35
BQUOTA Program

Section I
Program Summary

35–1. Purpose
BQUOTA is a batch–only program that adds records in the Quota file and AIT Inunit file. It is a convenient and efficient mechanism for effecting widespread changes to AIT classes and their quotas. To add a new OSUT class record, the BQUOTA program searches the Quota and AIT Inunit files to compare existing data with the user–specified information. If a match is not found, the new record is added to both files. If a match is found in the Quota file, except for the exact value of the user specified quotas, the record is added to the AIT Inunit file and the quotas are adjusted in the Quota file. Any record added through BQUOTA will have the fine tuning set to Annual (ON/Y).

Use of the BQUOTA program affects several other programs since changes made to the Quota file and AIT Inunit file modify the availability of classes, including adding new classes. Any programs that report or update Quota file or AIT Inunit file data are affected by changes made through BQUOTA.

The BQUOTA program can be initiated only by a card deck and is processed only in batch mode. The batch job is executed at night. Job streams which are submitted for processing, must begin their processing within 48 hours of input time. Failure to initiate the jobs through the appropriate autolog sequence (TOC or TOCI) will result in an automatic and unrecoverable purge of the job stream. In addition, job streams which have been processed and are awaiting downloading through a remote logon must be downloaded within five days. Failure to obtain these jobs will result in an automatic and costly purge of the job streams. See Appendix A for a description of batch processing.

35–2. Applicability
The BQUOTA program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accession Management Branch

Section II
Input Requirements

35–3. Data items
To add a new record, the BQUOTA program requires the user to enter a complete record of AIT class data. See table 35–1 for a description of the required data items. All data items listed in table 35–1 must be included to add a new record. Two cards are required for each class to be added to the Quota file.

One card of AIT class data is required for each class to be deleted from the Quota file. See table 35–2 for a description of the required data items.

35–3A. (Title not used)
Paragraph not used.

Section III
Program Operation

35–4. Procedures
Create a card deck as described below to execute the BQUOTA program.

  (1) Job start card (See Appendix A).
  (2) Program card. Enter BQUOTA in columns 1–6.
  (3) Program data cards (See table 35–1).
  (4) Off card. Enter OFF in columns 1–3.
  (5) Job termination card (See Appendix A).
  (6) Disconnect card (See Appendix A).

Table 35–1
BQUOTA Card Format – Additions to the Quota file

	Field	Columns	Value
Two cards are needed to add a class to the quota file. The format for card 1 is:			
1	Identifier	1	'A'
2	Recsta date	3–10	Reception station date in the format DD/MM/YY.
3	MOS	12–15	MOS code
4	Training Type	17	0 = formal class 1 = train and retain 2 = train and pass 3 = train and retain/ train and pass 4 = multi–taught
5	OSUT	19	* = male OSUT + = female OSUT 'N' or blank = non–OSUT
6	AIT location	21–28	Blank for training type 0. Unit (AIT location) for training types 1, 2, 3. AIT location for training type 4.

Table 35–1
BQUOTA Card Format – Additions to the Quota file—Continued

	Field	Columns	Value
7	Record number	30	'1'
8	Original quota	32–35	Original class quota (0–9999)
9	Other quota	37–40	Quota for other services (0–9999)
10	Thru quota	42–45	Quota for thru tickets (0–9999)
11	SP1 quota	47–50	Quota for split 1's,(0–9999)
12	SP2 quota	52–55	Quota for split 2's (0–9999)
13	Priority	57–58	Class priority (1–9). A blank entry will use the default value as specified on the data dictionary.
14	DLI number	60–72	DLI class number or blank
15	SCHED input	74–77	Scheduled input (0–9999)

Note: Thru quota + SP1 quota + SP2 quota must be greater than 0 if the class is OSUT

The format for card 2 is:

Columns 1–28 must be the same as on card 1.

	Field	Columns	Value
7	Card number	30	'2'
8	AIT Date	32–39	AIT date in format DD/MM/YY.
9	Follow–on AIT	41–48	Follow–on AIT date in format DD/MM/YY or blank.
10	AANPS status	50	3 = closed to male and female 2 = closed to male 1 = closed to female 0 = open to both males and females Blank defaults to 0
11	AAPS status	51	0 – 3
12	AAIS status	52	0 – 3
13	AA Retrainee status	53	0 – 3
14	AR NPS status	57	0 – 3
15	AR IRN status	58	0 – 3
16	AR IS status	59	0 – 3
17	AR SP1 status	60	0 – 3
18	AR SP2 status	61	0 – 3
19	AR Retrainee status	62	0 – 3
20	NG Retrainee status	64	0 – 3
21	NG NPS status	65	0 – 3
22	NG IS status	66	0 – 3
23	NG SP1 status	67	0 – 3
24	NG SP2 status	68	0 – 3

Table 35–2
BQUOTA Card Format –Deletions from the Quota file

	Field	Columns	Value
	One card is needed to delete a class from the quota file. Its format is:		
1	Identifier	1	'D'
2	Recsta date	3–10	Reception station date in the format DD/MM/YY.
3	MOS	12–15	MOS code
4	Training Type	17	0 = formal class 1 = train and retain 2 = train and pass 3 = train and retain/ train and pass 4 = multi–taught
5	OSUT	19	* = male OSUT + = female OSUT 'N' or blank = non–OSUT
6	AIT location	21–28	Blank for training type 0. Unit (AIT location) for training types 1, 2, 3. AIT location for training type 4.
7	Record number	30	Record number of the class as displayed in RUQUOT (0–9).

35–4A. (Title not used)

Paragraph not used.

Section IV
Output Description

35–5. Output

After the BQUOTA batch job has executed, two reports will be printed on a high speed printer. The first is labeled BQUOTABK DATA. This is an exact copy of the card input. The second is labeled ERROR FILE. This report is a list of the errors which occurred during the execution of the batch job. The ERROR FILE report should be compared against the BQUOTABK DATA report in order to correct the errors in card input. Both BQUOTABK DATA and the ERROR FILE are saved on the user's D disk in case there is trouble retrieving the output from the printer. See figure 35–1 and 35–2 for samples of the two reports.

A	16/08/82	98C1	O	N	GDFLWAFB	1	30		30	5	
A	16/08/82	98C1	O	N	GDFLWAFB	2	01/10/82				33	3333
A	06/09/82	98C1	O	N	GDFLWAFB	1	15	1	14	5	
A	06/09/82	98C1	O	N	GDFLWAFB	2	05/11/82				33	3333
A	27/09/82	98C1	O	N	GDFLWAFB	1	30	1	30	5	
A	27/09/82	98C1	O	N	GDFLWAFB	2	26/11/82				33	3333
A	25/10/82	84F1	O	N		1	10		10	5	
A	25/10/82	84F1	O	N		2	07/01/83				3	3
A	25/10/82	98C1	O	N	GDFLWAFB	1	15	3	12	5	
A	25/10/82	98C1	O	N	GDFLWAFB	2	07/10/82				33	3333
A	01/11/82	45E1	O	N		1	15		15	5	
A	01/11/82	43E1	O	N		2	14/01/83				3	3
A	22/11/82	98C1	O	N	GDFLWAFB	1	15	4	11	5	
A	22/11/82	98C1	O	N	GDFLWAFB	2	04/02/82				33	3333
A	22/11/82	22N1	O	N		1	8		8	5	
A	22/11/82	22N1	O	N		2	04/02/83				33333	3333

Figure 35–1. BQUOTA BQUOTABK DATA report sample

```
A CLASS HAS BEEN UPDATED FOR MOS = 97B1 RECSTA = 7/ 3/83 OSUT = N TRAINING TYPE
= 0
AIT LOCATION =           REQUEST QUOTA =      7 THRU =      O SP1 =     O SP2 =
7


A CLASS HAS BEEN UPDATED FOR MOS = 97B1 RECSTA = 9/ 5/83 OSUT = N TRAINING TYPE
= 0
AIT LOCATION =           REQUEST QUOTA =      8 THRU =      O SP1 =     O SP2 =
8


NO RECORD EXISTS FOR INPUT DATA.
THE DATA CARDS ARE IGNORED
A  23/05/83  94B1  4  n  DIX      1     10           10          5
A  23/05/83  94B1  4  N  DIX      2  22/07/83                    33333    3333
DATA CARDS SKIPPED - KEY FIELDS DON'T CORRESPOND :
A  23/05/83  94BD  0  *          1     48     5     19     24    5
A  23/05/83  94BD  0  N          2  20/05/83           1133      33331    3331

DATA CARDS SKIPPED - KEY FIELDS DON'T CORRESPOND :
A  30/05/83  94BD  0  *          1     84     5     41     15    5
A  30/05/83  94BD  0  N          2  27/05/83           1133      33311    3311


NO RECORD EXISTS FOR INPUT DATA
THE DATA CARDS ARE IGNORED
A  06/06/83  94B1  4  N  DIX      1     10           10          5
A  06/06/83  94B1  4  N  DIX      2  05/08/83                    33333    3333
DATA CARDS SKIPPED - KEY FIELDS DON'T CORRESPOND :
A  06/06/83  94BD  0  *          1     85     5     67     24    5
A  06/06/83  94BD  0  N          2  03/06/83           1133      33311    3311
```

Figure 35–2. BQUOTA ERROR FILE report sample

35–5A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

35–6. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
     XXXX FILE NOT INCREMENTED
     XXXX FILE NOT DECREMENTED
     XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
     COUNTERS WOULD BECOME NEGATIVE
     UNSUCCESSFUL UPDATE OF XXXXX
     RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
     ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
     XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
     VSAM ERROR RETURN CODE = XXXXXX
     ACTION CODE = XXX

KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
RECORD TYPE = XXX
SPARE VARIABLE X = XXXXXX
CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
: ILLEGAL XXXXXX
: OCCURRED IN XXX WHEN CALLING XXXX
: IN XXXXXX WHEN RUNNING XXXXX
: RETURNED BY XXXX
: ERROR IN XXXX
: XXXX NOT FOUND
: RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
: PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
: INVALID XXXX INDICATOR IN SUBROUTINE XX
: XXX NOT FOUND ON XXXX FILE
: XXXXX ERROR–SUBROUTINE XXXXXX
: SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
: ILLEGAL XXXX PASSED TO XXXXXX
: BAD XXXX IN XXXXXX
: IN XXXXX – X   XXXXX
: CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10 INVALID VALUE FOR XXXXX IN XXXXXX
11 BAD RETURN FROM XXXX IN XXXXXX
12 PROBLEM WITH XXXX XXXX RECORD
VALIDATING XXXXXX IN XXXXXX
READING XXXXXXX
IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX – X   XXXXX
DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

35–7. Operation Errors
The following list contains possible operation error messages and the corrective action to be taken for each.

Table 35–3
Operation Errors

MESSAGE: DATA CARD SKIPPED – NOT AN ADD OR DEL
ACTION: All data cards must have an A or D in the first field to signify addition or deletion.

MESSAGE: DATA CARD SKIPPED – NOT SECOND OF 2 ADD CARDS
ACTION: Two–add cards in succession are required to add a class to the quota file. If a delete follows the first add card, it is ignored.

MESSAGE: DATA CARD SKIPPED – NEED 2 ADD CARDS
ACTION: Two add cards in succession are required to add a class to the quota file.

MESSAGE: DATA CARDS SKIPPED – KEY FIELDS DON'T CORRESPOND

Table 35–3
Operation Errors—Continued

ACTION: The first 28 columns on the two cards to add one class to the quota file must be exactly the same.

MESSAGE: ERROR: INVALID MOS CODE XXXX
ACTION: The user has entered an invalid MOS code. Select and enter a valid MOS code.

MESSAGE: ERROR: MOS CODE NOT ON QUALIFICATIONS FILE
ACTION: The user has entered an MOS code that is not on the Qualifications file. Select and enter another MOS code.

MESSAGE: ERROR: START DATE DD/MM/YY
ACTION: The user has entered an invalid AIT start date. Select and enter a valid AIT start date.

MESSAGE: ERROR: AIT START DATE MUST BE A FRIDAY
ACTION: The user has entered an incorrect AIT start date. Select and enter a start date which is a Friday.

MESSAGE: ERROR: START DATE OUTSIDE OF QUOTA FILE LIMITS DD/MM/YY
ACTION: The user has entered a start date which is outside of the file limits. The date printed in the error message is the end date of the Quota file. Reenter the input line with an AIT start date within the Quota file range.

MESSAGE: ERROR: RECORD OUT OF SEQUENCE; CHECK AIT START DATE DD/MM/YY
ACTION: The user has entered a record out of sequence. The input records must be sorted in ascending order by the AIT start date. If the records are not sorted they are not processed by the program.

MESSAGE: ERROR: RQST QUOTA YYY
ACTION: The user has entered an invalid REQUEST quota. Valid quotas are from 0 to 8190. Reenter a valid REQUEST quota.

MESSAGE: ERROR: INVALID BONUS X
ACTION: The user has entered an invalid bonus code. Valid codes are N, C, and S. Select and enter a valid bonus code.

MESSAGE: ERROR: RECEPTION STATION DATE MUST BE ENTERED
ACTION: The user has not entered a reception station date. Select and enter a valid reception station date.

MESSAGE: ERROR: COURSE LENGTH XX
ACTION: The user has entered an invalid course length. Valid lengths are 0 to 99. Select and enter a valid course length.

MESSAGE: ERROR: AANPSM NG AR STATUS CODE X
ACTION: The user has entered an invalid status code. Valid values are from 0 to 7. Select and enter a valid status code.

MESSAGE: ERROR: FOLLOW ON DATE DD/MM/YY
ACTION: The user has entered an invalid follow on date. Select and enter a valid follow on date.

MESSAGE: ERROR: FOLLOW ON DATE NOT A FRIDAY: DD/MM/YY
ACTION: The user has entered a follow on date which is not a Friday. Select and enter a follow on date which is a Friday.

MESSAGE: ERROR: FOLLOW ON AIT STARTS BEFORE 1ST AIT IS OVER
ACTION: The user has entered overlapping start AIT and follow on AIT class dates. Change one of the dates so that they do not over lap.

MESSAGE: ERROR: OSUT CODE X
ACTION: The user has entered an invalid OSUT code. Valid codes are N, Y, and W. Reenter a valid OSUT code.

MESSAGE: ERROR: OSUT CODE DOES NOT AGREE WITH RECSTA DATE AND AIT START DATE
ACTION: A non–OSUT class has an OSUT reception station date. An OSUT class reception–station date is the Monday after the Friday AIT start date. Change the OSUT code or the reception station date.

MESSAGE: ERROR: OTHER SERVICE QUOTA XX
ACTION: The user has entered an invalid other service quota. A valid quota is from 0 to 999. Select and enter a valid quota.

MESSAGE: ERROR: CLASS CAPACITY XX
ACTION: The user has entered a negative class capacity. Enter a class capacity which is a positive integer.

MESSAGE: ERROR: INVALID TYPE OF TRAINING CODE
ACTION: The user has entered an invalid type of training code. Select and enter a training code of 0, 1, 2, or 3.

MESSAGE: ERROR: INVALID UNIT NAME XXXX
ACTION: The user has entered an invalid unit name. Select and enter a valid name.

MESSAGE: ERROR: UNIT FOR AIT INUNIT CLASS MUST BE ENTERED
ACTION: The user has left the unit field blank. A unit must be entered. Select and enter a valid unit.

Table 35–3
Operation Errors—Continued

MESSAGE: INVALID AIT In–UNIT PRIORITY

ACTION: The user has entered an invalid AIT Inunit priority. Valid priorities are 0 to 15. Select and enter a valid unit priority.

MESSAGE: ERROR: INVALID WAC STATUS INDICATOR X

ACTION: The user has entered an invalid WAC status indicator. Valid codes are Y and N. Enter a valid status indicator.

MESSAGE: ERROR: AANPSF – AAPS – AAIS STATUS CODE X

ACTION: The user has entered an invalid AANPSF – AAPS –AAIS status code. Valid codes are 0 – 7. Select and enter a valid status code.

MESSAGE: ERROR: NEW RECORD FOUND IN QUOTA AND In–UNIT FILES

ACTION: The user has attempted to add a quota record which already exists in both the Quota and In–unit files. The record is not processed.

MESSAGE: ERROR: In–UNIT FILE FULL FOR QUOTA WEEK

ACTION: There is no room in the In–unit file for additional records. No records can be added at this time.

MESSAGE: ERROR: RECORD NOT FOUND

ACTION: The user has attempted to delete a quota record which is not in the In–unit file. The data card is not processed.

MESSAGE: ERROR: NEW RECORD FOUND ON QUOTA FILE

ACTION: The user has attempted to add a quota record which is already in the Quota file. The data card is not processed.

MESSAGE: ERROR: QUOTA WEEK FULL

ACTION: The user is attempting to add a quota record to the file which has no empty space. The record is not added to the file.

MESSAGE: NEW In–UNIT RECORD FOUND IN In–UNIT FILE

ACTION: The user is attempting to add a quota record which already exists in the In–unit file. The new record is not added.

MESSAGE: ERROR: In–UNIT RECORD NOT FOUND

ACTION: The user is attempting to delete a quota record not on the In–unit file but which is in the Quota file. The record cannot be deleted from the In–unit file.

Chapter 36
Expect Program

Section I
Program Summary

36–1. Purpose

a. The EXPECT program prints a report of reception station reservations for a user–specified range of reception station dates. This report is up to date as of close of business on the previous Wednesday. The COB date is printed. For each reception station date within the specified range, the report lists the number of reservations for Active Army, National Guard and Army Reserve applicants for both BCT/BT and OSUT. Also, BCT/BT and OSUT capacities are printed for each reception station date.

b. For reception stations at which female Basic Training (BT) is also offered, the program prints a two–part report; one for males and one for females.

36–2. Applicability

The EXPECT program is accessed by the following user groups:
  a. DCSPER/DCSOPS
  b. KEYSTONE Branch
  c. TRADOC
  d. Accession Management Branch
  e. Reception Stations

36–3. Options

EXPECT provides the user with the option to vary the location and time span covered by the report of reception station reservations.

Section II
Input Requirements

36–4. Data items

The EXPECT program requires the user to enter the following data items:

a. Location ID. Enter the reception station location ID.

b. Start reception station date. Enter in DD/MM/YY format the first reception station date to be included in the report. If the date entered is not a Monday, the EXPECT program internally changes it to the Monday following the date entered. This field may not be left blank, and must be within eight weeks prior to the first day of the current month.

c. End reception station date. Enter in DD/MM/YY format the last reception station date to be included in the report. If the date entered is not a Monday, the EXPECT program internally changes it to the Monday preceding the date entered. This field may be left blank, in which case only the start reception date is reported. This date, however, may not be more than 60 weeks from the first day of the current month.

36–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

36–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters EXPECT and depresses the carriage return key. The program is now ready to communicate with the user.

36–6. Procedures

Follow the procedures described below to obtain a report of reception station reservations.

Table 36–1A
Procedures to obtain a report of reception station reservations

---

EXPECT: ENTER LOCID, INFO(I), OR END(E)
USER:
1. To get a reception station report, enter the location ID.
2. To get more helpful information about how EXPECT is executed, enter I. The program will display the information and repeat the prompt.
3. To leave the program, enter E.
4. Depress the carriage return key.

EXPECT: BT EXPECT REPORT FT. XXXXXXXX STA RECSTA DATE/END RECSTA DATE OR EXIT (X)
USER:
1. To get a reception station report, enter the beginning and ending reception station dates in DD/MM/YY format, including the slashes with a slash (/) in between the two dates. The program will print the reservation report and repeat the prompt.
2. To end the program, enter X.
3. Depress the carriage return key.

```
C EXPECT
ENTER LOCID, INFO(I), OR END(E)
2CA
FIRST DATE ON FILE IS  9/ 1/84
LAST DATE ON FILE IS   1/ 4/85

BT/EXPECT REPORT FT. SILL AS OF COB 19/9/84

STA RECSTA DATE/END RECSTA DATE, OR EXIT(X)

9 1 84 4/1/85
```

REPORT FOR LOCATION FT. SILL

RECSTA DATE	TNG TYPE	UNIT CAP	TOT RESV	STD TRAINING				SPLIT 1			SPLIT 2		
				AA	AR	NG	TOT	AR	NG	TOT	AR	NG	TOT
9/ 1/84	BT	126	69	52	1	16	69	0	0	0			
	MALE	70	69	52	1	16	69	0	0	0			
	FEMALE	56	0	0	0	0	0	0	0	0			
	OSUT	274	264	154	37	73	264	0	2	2	0	0	0
	13B1	160	154	76	33	45	154	0	1	1	0	0	0
	13E1	17	16	7	2	7	16	0	1	1	0	0	0
	13F1	46	44	26	2	16	44	0	0	0	0	0	0
	15D1	12	11	11	0	0	11	0	0	0	0	0	0
	15E1	18	18	18	0	0	18	0	0	0	0	0	0
	82C1	21	21	16	0	5	21	0	0	0	0	0	0
13/ 1/84	AIT	77	72	53	3	16	72				0	0	0
	13B1	0	0	0	0	0	0				0	0	0
	13C1	10	10	10	0	0	10				0	0	0
	13E1	1	0	0	0	0	0				0	0	0
	13F1	1	0	0	0	0	0				0	0	0
	15E1	2	2	2	0	0	2				0	0	0
	17B1	3	3	3	0	0	3				0	0	0
	17C1	8	8	6	0	2	8				0	0	0
	26B1	1	1	1	0	0	1				0	0	0
	31V1	39	39	26	2	11	39				0	0	0
	45D1	7	6	3	1	2	6				0	0	0
	93F1	5	3	2	0	1	3				0	0	0

```
STA RECSTA DATE/END RECSTA DATE, OR EXIT(X)
X
```

Figure 36–1. EXPECT sample report

Section IV
Output Description

36–7. Output
The EXPECT program prints a report of reception station reservations for a user specified range of dates. Table 36–1 describes the contents of the report.

Table 36–1B
EXPECT report output description

Field Name	Field Label	Content Description
Reception station date	RECSTA DATE	The reception station date.
Training type	TNG TYPE	Basic (BT), Male, Female, OSUT, AIT, or specific MOS.
Unit capacity	UNIT CAP	Capacity of the unit in seats for the different types.
Total reservations	TOT RESV	Total reservations made for that type.
Standard training	STD TRAINING	The number of standard (non-split) reservations broken down by component.
Split 1 reservations	SPLIT1	The number of Split 1 reservations, broken down by component.
Split 2 reservations	SPLIT2	The number of Split 2 reservations, broken down by component.

36–7A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

36–8. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX

8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
         VALIDATING XXXXXX IN XXXXXX
         READING XXXXXXX
         IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
          VALIDATE XXXX – X   XXXXX
          DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE
25. ACTION NOT ACCEPTED
26. XX ACT=6 ONLY ALLOWED FOR TYPE 7 THROUGH 11.
27. ERROR IN COUNT AND VALUE ARGUMENTS IN SI009
28. ERROR IN COUNT ARGUMENT *SI009*
29. 272 ERROR OCCURRED IN GETCLS
30. ERROR: TEXT MUST END WITH A PERIOD–QUIT
31. O INVALID CONUSA
32. INVALID UPDATE COUNTERS
      *SI009–UPDATE = XXXXXXXXXXXXXXXXX = ACTION
33. PROBLEM WITH INFORMATION SECTION
34. RECORD NOT FOUND ON QUAL FILE

36–9. Operation errors

The following list contains possible operation errors and the corrective action for each.

Table 36–2
Operation errors

MESSAGE: END RECSTA DATE OUT OF RANGE—Re–enter
ACTION: The user has entered an unacceptable end RECSTA date. EXPECT will repeat the prompt. Enter a valid RECSTA date.

MESSAGE: ERROR START RECSTA DATE—Re–enter
ACTION: Re–enter a valid starting reception station date in DD/MM/YY format, including the slashes.

MESSAGE: ERROR END RECSTA DATE—Re–enter
ACTION: Re–enter a valid end reception station date in DD/MM/YY format, including the slashes.

MESSAGE: ID NOT VALID
ACTION: Re–enter a valid location ID.

MESSAGE: INVALID LOCID, PLEASE Re–enter
ACTION: The user has entered an invalid location identifier. Please enter the correct code.

MESSAGE: START RECSTA DATE OUT OF RANGE—Re–enter
ACTION: The user has entered an unacceptable RECSTA date to begin the range. EXPECT will repeat the prompt. Enter an acceptable start RECSTA date.

MESSAGE: START RECSTA GREATER THAN END RECSTA—Re–enter
ACTION: The user has entered an end Reception Station date that takes place before the specified start Reception Station date. EXPECT will repeat the prompt. Enter compatible start and end Reception Station dates.

Chapter 38
RUSAGE Program

Section I
Program Summary

38–1. Purpose
The RUSAGE program reports the usage of programs in REQUEST and RETAIN by individual user, by all users, or by group user, by day of the year.

RUSAGE reports the user/group with the dates programs were used, the specific programs used, the number of runs made per program, the virtual time (VTIME), that is, the computer service seconds elapsed, and the virtual machine size (VM) allocated.

If the user wishes, cost figures can be entered, and the report will provide individual cost approximations and totals for items and categories shown.

38–2. Applicability
The RUSAGE program is accessed by the following user groups:
  a. HQ USAREC
  b. KEYSTONE Branch

38–3. Options
RUSAGE provides the user with the following options:
  a. Individual users – The user may request reports on program usage by one or all individuals connected to REQUEST or RETAIN.
  b. Group statistics – The user may request reports on program usage by user groups in REQUEST or RETAIN.
  c. Information – The user may request information pertaining to the program's purpose, its user groups, and the specific report data involved.

Section II
Input Requirements

38–4. Data Items
RUSAGE requires the user to enter the items described below in table 38–1.

Table 38–1A
RUSAGE input data items

Field Name	Field Label	Valid Values
User ID	UZKXXX	User identification.
Computer service units for prime and non-prime time	CSU Cost ([/CSU) PRIME/NON-PRIME	The cost for prime and non-prime time use for the total computer service units used.
Cost for the total time connected	CONNECT COST ($/HOUR) PRIME/NON-PRIME	The cost for the total amount of connect time elapsed in seconds.
The time in terms of hours during prime time when the programs were used	PRIME TIME (HOURS) START/END	The specific hours when the programs were used - from start to end.
The number of the group using the program	GROUP NO.	The number of the group using the program.
The date program usage starts	START DD/MM/YY	The date program usage starts.
The date program usage ends	END DD/MM/YY	The date program usage ends.

38–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

38–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RUSAGE and depresses the carriage return key. The program is now ready to communicate with the user.

38–6. Procedures
Follow the procedures described below to execute the RUSAGE program.

Table 38–1B
Initiation Procedures

RUSAGE: THIS PROGRAM REPORTS USAGE OF PROGRAMS BY USER/GROUP BY DAY AND YEAR.
REPORT FOR REQUEST (R), RETAIN (T), or END (E):
USER: Enter R or T and depress the carriage return key, or enter E to terminate the program.

RUSAGE: INDIVIDUAL USERS (U), GROUP STATISTICS (G), INFORMATION (I), or END (E):
USER: Enter the desired response and depress the carriage return key.

---

a. If the user enters I for information:

Table 38–1B
Initiation Procedures

RUSAGE: RUSAGE INFORMATION:

RUSAGE REPORTS ON PROGRAM USAGE BY USER OR USER GROUP BY DAY OF THE YEAR. EITHER INDIVIDUAL USER OR GROUP STATISTICS CAN BE REPORTED FOR A SPECIFIC DATE OR A DATE RANGE. THE USER GROUPS THAT ARE USED BY RUSAGE ARE DEFINED IN THE REQUEST DRVMAP PROGRAM OR IN RETAIN DRVMAP PROGRAM, DEPENDING ON THE REPORT REQUESTED.
RUSAGE REPORTS, FOR THE DATE(S)AND USER (USER GROUP) REQUESTED:
NO. OF RUNS — THE TOTAL NUMBER OF PROGRAM EXECUTIONS

CSU + ARU — THE TOTAL COMPUTER SERVICE UNITS (CSU) AND APPLICATION RESOURCE UNITS (ARU) EXPENDED
SIO — THE TOTAL NUMBER OF START IO'S EXPENDED
CONNECT TIME — THE TOTAL CONNECT TIME ELAPSED IN SECONDS
VTIME — THE VIRTUAL TIME (CPU SECONDS) ELAPSED
VM SIZE — THE VIRTUAL MACHINE SIZE ALLOCATED
COST — THE COST FIGURES ARE CALCULATED BASED ON THE RESPONSES FROM THE COST PROMPTS. THE PRIME AND NOn–PRIME TIME FIGURES ARE USED TO APPROXIMATE THE ACTUAL TIME PERIOD WHEN THE PROGRAM WAS EXECUTED. THE COST FIGURES ARE AN OPTIONAL FEATURE IN THE RUSAGE PROGRAM. IF THESE ARE NOT INCLUDED, THE APPROPRIATE COLUMNS IN THE REPORT WILL BE BLANK. (NOTE: THE COST FIGURES ARE APPROXIMATE FIGURES.)
INDIVIDUAL USERS(U), GROUP STATISTICS(G), INFORMATION(I) OR END(E):

USER: Enter the desired response and depress the carriage return key.

---

b. If the user enters U for individual users:

Table 38–1C
Initiation Procedures

RUSAGE: ENTER USER ID IN 'UXQXXX' FORMAT OR 'ALL', AND RANGE OF DATES OR END (E):

USER ID   START – DD/MM/YY   END – DD/MM/YY
       or
ENTER USER ID IN 'UZKXXX' FORMAT OR 'ALL', AND RANGE OF DATES OR END (E):
USER ID   START – DD/MM/YY   END – DD/MM/YY

USER:
1. Enter the user ID beneath the appropriate prompt, or ALL for a report on all user IDS.

Table 38–1C
Initiation Procedures—Continued

2. Enter the start date beneath the prompt, using slashes and the DD/MM/YY format.
3. Enter the end date beneath the prompt, using slashes and the DD/MM/YY format.
4. Depress the carriage return key.

RUSAGE: INCLUDE COST FIGURES (Y OR N):
USER: Enter Y or N and depress the carriage return key. IF N is entered, skip the next prompt.

Note: If the user enters N in response to this prompt, default cost values are set automatically. See table 38–2 below for the default values.

Table 38–2A
RUSAGE default cost figures

Prime time CUS cost	0.16/CSU
Non–prime time CSU cost	0.08/CSU
Prime time connect cost	$10.00/hour
Non–prime time connect cost	$8.00/hour
Starting hour of prime time	08.00
Ending hour of prime time	20.00

Table 38–2B
Initiation Procedures

RUSAGE: ENTER:

CSU COST	CONNECT COST	PRIME TIME
([/CSU)	($/HOUR)	(HOURS)
PRIME/NON–PRIME	PRIME/NON–PRIME	START/END

USER:
1. Enter the CSU cost for prime and non–prime time under the appropriate prompt.
2. Enter the connect cost for prime and non–prime time under the appropriate prompt.
3. Enter the start and end hours under the appropriate prompt.
4. Depress the carriage return key.
Note: If the user depresses the carriage return key without entering any cost figures, RUSAGE automatically uses the default values in table 38–2a.

RUSAGE:
If cost figures were entered, the following report is given.
If cost figures were not entered, the same report, but with the cost columns blank, are shown (see figure 38–3.).
REPORT DATE –   4/ 2/83
REPORT BASED ON THE FOLLOWING CRITERIA –

Table 38–2C
Initiation Procedure – Criteria

CSU COST	CONNECT COST	PRIME TIME
($/CSU)	($/HOUR)	(HOUR)
PRIME/NON–PRIME	PRIME/NON–PRIME	START/ END
0.16 0.08	0.10 0.05	8 18

Notes:
**** ALL COST FIGURES ARE APPROXIMATIONS ****

Table 38–2D
USER – UZKXX

DATE	PROGRAM	NO OF RUNS	CSU+ARU/ * / COST		SIO	CONNECT HOURS/ COST		V–TIME	VM SIZE	TOTAL COST
2/ 2/83	AABILD	5	93	14.88	440	0:26	0.14	: 821	1500k	14.92
2/ 2/83	AACNCL	1	17	2.72	59	0: 9	0.01	: 152	1500k	2.73
2/ 2/83	AACNFR	1	39	3.12	65	0: 3	0.00	: 812	1500k	3.12
2/ 2/83	AAGET	7	183	26.80	602	0.56	0.08	: 1409	1500k	26.88
2/ 2/83	AARQST	4	440	65.20	644	0.59	0.09	: 7621	1500k	65.29
2/ 2/83	LOCBAL	1	104	16.64	57	0.30	0.05	: 636	1500k	16.69
2/ 2/83	RCTNEWS	1	19	3.04	37	0: 6	0.01	: 160	1500k	3.05
2/ 2/83	REPORT	3	41	5.84	168	0.10	0.01	: 729	1500k	5.85
2/ 2/83	UNSOLD	2	16	1.28	212	0: 4	0.00	: 231	1500k	1.28
		25	952	139.52	2284	3.27	0.31	: 12571	1500k	139.83

GRAND TOTALS:

		30	958	140.48	2440	3:28	0.31	: 12905	1500k	140.79

INDIVIDUAL USER (U), GROUP STATSTICS (G), INFORMATION (I) OR END (E):

USER: Enter U, G, I or E and depress the carriage return key.

c. If the user enters G for group statistics:

Table 38–2E
Initiation Procedures

RUSAGE: ENTER GROUP NO. AND RANGE OF DATES OR END (E)?

    GROUP   START   END
     NO.   DD/MM/YY   DD/MM/YY

USER:

1. Enter the group number below the appropriate heading.
2. Enter the start and end dates below their respective headings using the DD/MM/YY format, including slashes, as shown.
3. Depress the carriage return key.

RUSAGE: INCLUDE COST FIGURES (Y OR N)?

USER: Enter Y or N and depress the carriage return key.

RUSAGE: Prints a report similar to the one shown above for individual users in paragraph 38–6b. However, if N was the response to INCLUDE COST FIGURES (Y OR N)?, the cost columns will be blank.

THIS PROGRAM REPORTS USAGE OF PROGRAMS BY USER/GROUP BY DAY AND YEAR.

REPORT FOR REQUEST (R), RETAIN (T), OR END (E):
▐T▌

INDIVIDUAL USERS (U), GROUP STATISTICS (G), INFORMATION (I), OR END (E):
▐I▌

RUSAGE INFORMATION:
     RUSAGE REPORTS ON PROGRAM USAGE BY USER OR USER GROUP BY DAY OF THE YEAR.
EITHER INDIVIDUAL USER OR GROUP STATISTICS CAN BE REPORTED FOR A SPECIFIC DATE
OR A DATE RANGE. THE USER GROUPS THAT ARE USED BY RUSAGE ARE DEFINED IN THE
REQUEST DRVMAP PROGRAM OR IN RETAIN DRVMAP PROGRAM, DEPENDING ON THE REPORT
REQUESTED.
     RUSAGE REPORTS, FOR THE DATE(S) AND USER (USER GROUP) REQUESTED,

     NO OF   --   THE TOTAL NUMBER OF PROGRAM EXECUTIONS
     RUNS

     CSU +   --   THE TOTAL COMPUTER SERVICE UNITS (CSU) AND
     ARU   APPLICATION RESOURCE UNITS(ARU) EXPENDED

     SIO   --   THE TOTAL NUMBER OF START IO'S EXPENDED

     CONNECT   --   THE TOTAL CONNECT TIME ELAPSED IN SECONDS
      TIME

     VTIME   --   THE VIRTUAL MACHINE SIZE ALLOCATED

     COST   --   THE COST FIGURES ARE CALCULATED BASED ON THE RESPONSES FROM
                        THE COST PROMPTS. THE PRIME AND NON-PRIME TIME FIGURES ARE
                        USED TO APPROXIMATE THE ACTUAL TIME PERIOD WHEN THE PROGRAM
                        WAS EXECUTED. THE COST FIGURES ARE AN OPTIONAL FEATURE IN
                        THE RUSAGE PROGRAM. IF THESE ARE NOT INCLUDED, THE
                        APPROPRIATE COLUMNS IN THE REPORT WILL BE BLANK.
                        (NOTE: THE COST FIGURES ARE APPROXIMATE FIGURES)

INDIVIDUAL USERS (U), GROUP STATISTICS (G), INFORMATION (I), OR END (E): ▐E▌

Figure 38–1B. RUSAGE sample report using the information option

RUSAGE
THIS PROGRAM REPORTS USAGE OF PROGRAMS BY USER/GROUP BY DAY OF THE YEAR

REPORT FOR REQUEST (R), RETAIN (T) OR END (E)? ▣

INDIVIDUAL USER (U), GROUP STATISTICS (G), INFORMATION (I) OR END (E):▣
ENTER USER-ID IN /UZKXXX/ FORMAT OR /ALL/ AND RANGE OF DATES OR END (E):
USER   START   END
 ID   DD/MM/YY   DD/MM/YY
UZKXXX   20/01/83   03/02/83

INCLUDE COST FIGURES (Y OR N)? ▣
ENTER:
    CSU COST   CONNECT COST   PRIME TIME
  ·($/CSU)   ($/HOUR)   (HOURS)
PRIME/NON-PRIME   PRIME/NON-PRIME   START/ END
▣.16   ▣.08   ▣.10   ▣.05   ▣   ▣18

        REPORT DATE -   4/ 2/83
REPORT BASED ON THE FOLLOWING CRITERIA -

    CSU COST   CONNECT COST   PRIME TIME
  ($/CSU)   ($/HOUR)   (HOURS)
PRIME/NON-PRIME   PRIME/NON-PRIME   START/ END
0.16   0.08   0.10   0.05   8   18

  **** NOTE: ALL COST FIGURES ARE APPROXIMATIONS ****

USER - UZKXXX
 DATE   /PROGRAM/NO OF/   CSU+ARU   / SIO /   CONNECT   / V-   / VM / TOTAL
            /RUNS /   *   / COST   /   /HOURS/ COST/   TIME /SIZE / COST
31/ 1/83 AABILD   1   13   2.08   69 0: 1   0.00   : 334 1500K   2.08
31/ 1/83 AARQST   1   5   0.80   143 0: 0   0.0   : 110 1500K   0.80
31/ 1/83 RCTNEWS   11   0   0.0   279 0: 3   0.0   : 507 1500K   0.0

           ____ ____   ____   ____ ____   ____   ____ ____   ____
            13   18   2.88   491 0: 5   0.00 :   951 1500K   2.88

USER - UZKXXX
  DATE   /PROGRAM/NO OF/   CSU+ARU   / SIO /   CONNECT   / V-   / VM / TOTAL
            /RUNS /   *   / COST   /   /HOURS/ COST/   TIME /SIZE / COST
2/ 2/83 AABILD   9   116   18.56   792 0:31   0.04   : 1172 1500K 18.60
2/ 2/83 AACNCL   3   20   3.20   177 0: 5   0.01   : 324 1500K   3.21
2/ 2/83 AACNFR   2   53   4.24   130 0: 6   0.00   : 1232 1500K   4.24
2/ 2/83 AAGET   2   20   3.20   172 0: 4   0.00   : 272 1500K   3.20
2/ 2/83 AARQST   12   1517 242.72   1927 3:10   0.31   :25470 1500K 243.03
2/ 2/83 LOCBAL   1   89   14.24   57 0:17   0.03   : 1048 1500K 14.27
2/ 2/83 RCTNEWS   2   100   16.00   74 0:25   0.04   : 761 1500K 16.04
2/ 2/83 REPORT   6   181   17.36   336 0:30   0.03   : 2962 1500K 17.39
2/ 2/83 UNSOLD   3   29   2.88   318 0: 6   0.00   : 394 1500K   2.88

           ____ ____   ____   ____ ____   ____   ____ ____   ____
            40   2125 322.40   3983 5:19   0.47 : 33635 1500K 322.87

Figure 38-2. RUSAGE sample report using the individual option

```
USER - UZKXXX
   DATE    /PROGRAM/NO OF/  CSU+ARU      / SIO /  CONNECT    /  V-      / VM  / TOTAL
                 /RUNS /  *  / COST   /       /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 AABILD       10     89    14.24    880   0:23     0.03  : 1104 1500K  14.27
3/ 2/83 AARQST       10   2336   373.76   1607   4:37     0.45  :40262 1500K 374.21
3/ 2/83 LOCBAL        1    121    19.36     57   0:32     0.05  : 1084 1500K  19.41
3/ 2/83 RCTNEWS       2     72    11.52     74   0:19     0.03  :  564 1500K  11.55
                    ____  _____  _____  _____  _____   _____  _____ _____  _____
                     23   2618   418.88   2618   5:51     0.57  : 43014 1500K 419.45


GRAND TOTALS:
   NO OF  /        CSU+ARU       /  SIO    /   CONNECT     /  V-     /  VM  /  TOTAL
    RUNS  /     *       /   COST  /       /HOURS/  COST   /  TIME   /SIZE /  COST
       76       4761       744 16       7092 11:16       1.04   : 77600   1500K  745.20

INDIVIDUAL USER(U), GROUP STATISTICS(G), INFORMATION(I), OR END(E):  ▣
```

Figure 38–2. RUSAGE sample report using the individual option – continued

RUSAGE
THIS PROGRAM REPORTS USAGE OF PROGRAMS BY USER/GROUP BY DAY OF THE YEAR

REPORT FOR REQUEST (R), RETAIN (T) OR END (E)? R

INDIVIDUAL USER (U), GROUP STATISTICS (G), INFORMATION (I) OR END (E): G
ENTER GROUP NO. AND RANGE OF DATES OR END(E)?
```
     GROUP       START       END
      NO.      DD/MM/YY   DD/MM/YY
      40        31/01/83   03/02/83
```

INCLUDE COST FIGURES (Y OR N)? N

       REPORT DATE —   4/ 2/83

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /      / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
31/ 1/83 SASCP      1      7             73  0: 1            105 1500K
```

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /   * / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
31/ 1/83 SASBAT     1   1399          5858  0: 2         :27098 1500K
31/ 1/83 SASCP      1     26           251  0: 4         :  329 1500K

                    2   1425          6109  0: 7    -    27427 1500K
```

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /   * / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
2/ 2/83 SASCP       2    774          2737  0:48         :12258 1500K
```

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /   * / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
2/ 2/83 SASCP       4   1461          5591  0:26         :26505 1500K
```

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /     / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
2/ 2/83 SASCP       3   3148          9666  0:25         :58853 1500K
```

USER — UZKXXX
```
   DATE   /PROGRAM/NO OF/  CSU+ARU     / SIO / CONNECT   /  V-    / VM  / TOTAL
                /RUNS /   * / COST   /     /HOURS/ COST/  TIME  /SIZE / COST
2/ 2/83 SASCP       3  14674          ****  0:47         :***** 1500K
```

Figure 38–3. RUSAGE sample report using the group statistics option

```
USER - UZKXXX
  DATE   /PROGRAM/NO OF/  CSU+ARU    / SIO /  CONNECT   /  V-    / VM / TOTAL
               /RUNS /   *  / COST   /     /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 SASBAT        1    1249  '    4920  0: 2            :24772 1500K
3/ 2/83 SASCP         1    678        1153  1:17           : 9150 1500K

               ──────      ──────     ──────              ─────── ──────  ──────
                 2    1927            6073  1:19           : 33922 1500K


USER - UZKXXX
  DATE   /PROGRAM/NO OF/  CSU+ARU    / SIO /  CONNECT   /  V-    / VM / TOTAL
               /RUNS /   *  / COST   /     /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 SASCP         3    189        1074  0:20           : 2845 1500K


USER - UZKXXX
  DATE   /PROGRAM/NO OF/  CSU+ARU    / SIO /  CONNECT   /  V-    / VM / TOTAL
               /RUNS /   *  / COST   /     /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 SASCP         1   1049        4981  0:26           :18120 1500K


USER - UZKXXX
  DATE   /PROGRAM/NO OF/  CSU+ARU    / SIO /  CONNECT   /  V-    / VM / TOTAL
               /RUNS /   *  / COST   /     /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 SASCP         2   5258        ****  0:35           :99136 1500K


USER - UZKXXX
  DATE   /PROGRAM/NO OF/  CSU+ARU    / SIO /  CONNECT   /  V-    / VM / TOTAL
               /RUNS /   *  / COST   /     /HOURS/  COST/  TIME  /SIZE /  COST
3/ 2/83 SASCP         3  10994        ****  1: 0           :***** 1500K


GRAND TOTALS:
 NO OF  /       CSU+ARU       /  SIO  /   CONNECT    /  V-    / VM / TOTAL
  RUNS  /    *     /   COST  /           /HOURS/  COST  / TIME  /SIZE /  COST
    26      40906              123745   6:19           :765663 1500K

INDIVIDUAL USER (U), GROUP STATISTICS (G), INFORMATION (I) OR END (E): ▣
```

Figure 38–3. RUSAGE sample report using the group statistics option – continued

Section IV
Output Description

38–7. Output
RUSAGE provides the user with output in the format described in table 38–3.

Table 38–3
RUSAGE output description

Field Name	Field Label	Content Description
Computer service units. Prime time is peak time. Cost is approximate.	CSU COST ([/ CSU] PRIME/ NON–PRIME	The cost of computer service units for prime and non–prime time. Prime time is more expensive.
The connect time elapsed in seconds. Cost is approximate.	CONNECT COST ($/HOUR) PRIME/NON- –PRIME	The cost of the connect time for prime and non–prime time and the amount of time used.
The start and end peak times in which the program is run.	PRIME TIME (HOURS)	The start and end peak times in which the program is run.
User identification code	USER:UZKXXX	User identification code.
The DD/MM/YY the program(s) was run.	DATE	Date that program(s) was run.
Program Name	PROGRAM	The name of the program run.
The number of times a program was run.	NO OF RUNS	The number of times a program was run.

Table 38–3
RUSAGE output description—Continued

Field Name	Field Label	Content Description
Computer service units and application resource unitS.	CSU+ARU/*/ COST/	The total computer service units and applications resource units expended and the cost.
Start IOs	SIO	The total number of start IOs (input output) expended.
VTIME – virtual time	V–1 TIME/	The virtual time (CPU seconds) elapsed.
Virtual machine size	VM / SIZE /	The virtual machine size allocated.
Total cost for user or group.	TOTAL COST	Cost figures are approximate and based upon responses from the cost prompts.

38–7A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

38–8. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X   XXXXX
   : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX

11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
       VALIDATING XXXXXX IN XXXXXX
       READING XXXXXXX
       IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
       VALIDATE XXXX – X   XXXXX
       DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
   ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

38–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 38–4
Operation Errors

MESSAGE: INVALID USer–ID, PLEASE Re–enter
ACTION: An invalid user–ID was entered. Re–enter a valid user–ID:

MESSAGE: NO DATA ON FILE BEYOND TODAY
ACTION: Re–enter the user–ID with valid start and end dates.

MESSAGE: ERROR: TEXT MUST END WITH A PERIOD – QUIT
ACTION: Re–enter text, ending with a period.

MESSAGE: INVALID RESPONSE
ACTION: Data entered is invalid. Enter valid data.

MESSAGE: NO RECORDS FOUND FOR INPUT CRITERIA
ACTION: Data entered not found in records. Enter valid data.

Chapter 39
List Program

Section I
Program Summary

39–1. Purpose
The LIST program displays all programs accessible to a specific user ID.

39–2. Applicability
The LIST program is accessed by all users.

39–3. Functions
The sole function of LIST is to display the specific program(s) which a specific user ID can access. See figure 39–1 for a sample report of this function.

39–4. Options
The LIST program has no options.

Section II
Input Requirements

39–5. Data Items
LIST does not require the user to enter any data items beyond the initiation procedures described below in 39–6.

39–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

39–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:
  ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters LIST and depresses the carriage return key. The program then immediately communicates with the user.

39–7. Procedures
There are no entry procedures for the LIST program.

Section IV
Output Description

39–8. Output
LIST provides output as described in figure 39–1.

```
ENTER PROGRAM NAME, LIST OR OFF LIST

CCNEWS      CS8        GETREC      LSTMTC      LS8        MS8
NOMACE      NOMLIST    NOMPRO      RFQLIST     REQMANA    REQURY
SHOFMF      START
ENTER PROGRAM NAME, LIST OR OFF OFF
```

Figure 39–1. List displaying all programs to a particular user ID.
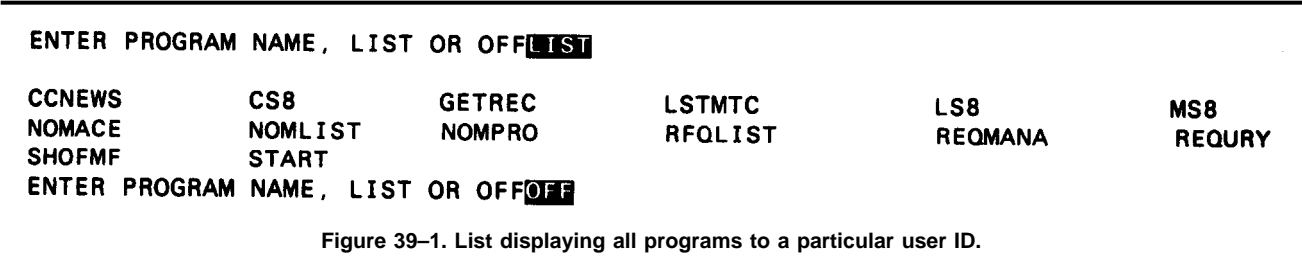
Table 39–1
LIST output description

Field Name	Field Label	Content Description
Program Name	XXXXXX	A label consisting of no fewer than three and no greater than seven characters which designates a program name

39–8A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

39–9. System Errors

There are no possible system errors for the LIST program.

39–10. Operation Errors

There are no possible operation errors for the LIST program.

Chapter 40
KWIKSALE Program

Section I
Program Summary

40–1. Purpose

The KWIKSALE program reports class vacancies by enlistment type and sex for a user–specified MOS and reception station date, or for a user–specified range of MOS codes and reception station dates. The component reported (Active Army, Army Reserve, or National Guard) is determined by the identity of the user, except in the case of management users who may report a single component or all components.

The KWIKSALE program is also known as RPSALE. Only the name differs among users. Refer to Chapter 32 (RPSALE program) for information regarding the input requirements, program operation, and output description for these programs.

40–2. Applicability

The KWIKSALE program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accession Management Branch
  c. National Guard Bureau
  d. RCPAC
  e. OCAR
  f. HQ USAREC
  g. REGIONS/STATE HQ
  h. DRC
  i. MEPS

40–3. Options

KWIKSALE provides the user with the following options according to access level:

All users. KWIKSALE provides to all users the option of generating a detailed (D) or cumulative (C) report. A detailed report displays vacancies for each RECSTA week within the designated range, in addition to the cumulative totals. The cumulative report displays only the total number of vacancies for the designated RECSTA data range. With the exception of the first two prompts, seen only by management users, the procedures outlined in paragraph 32–6 apply to all users, universally. See figures 32–1 and 32–2 for sample reports.
Management users. KWIKSALE provides the option of either reporting the vacancies for a single component or reporting the vacancies for all components. The management user specifies the desired report type by selecting an

option from one of the following prompts:

ENTER ACTIVE ARMY (A), RESERVES (R), GUARD (G), ALL (L), OR END (E)

or

ENTER ACTIVE ARMY (A), RESERVE (R), ALL (L), OR END (E).

Management users who select the ALL (L) option, as well as certain National Guard users, may report vacancies for one sex only. As a result these users receive the following additional prompt:

REPORT FOR MALES (M), FEMALES (F) OR END (E).

Section II
(Title not used)

40–3A. (Title not used)
Paragraph not used.

40–3B. (Title not used)
Paragraph not used.

Chapter 41
RBATCH Program

Section I
Program Summary

41–1. Purpose
The RBATCH program prints user–entered programs in a batch mode, on a high–speed printer.

41–2. Applicability
The RBATCH program is accessed by the following user groups:
   a. KEYSTONE Branch,
   b. Accession Management Branch,
   c. HQ USAREC, and
   d. FORSCOM.

41–3. Functions
RBATCH is initiated on–line at a terminal. The processing, however, is done in batch mode and the report is printed by a high speed printer. See Appendix A for a description of batch processing. See figure 41–1 for a sample of on–line input and 41–2 for a sample report.

41–4. Options
RBATCH provides the user with the following options:
   a. The user can have the program run immediately, or can have the run delayed, or can cancel the program.
   b. FORSCOM users can have the run delayed or cancel the program, but may not run immediately.

Section II
Input Requirements

41–5. Data Items
RBATCH requires the user to enter the answers to the selected program's prompts including blank line entries. 'END' (slash END) is used to denote the end of program prompt responses. See figure 41–1 for a sample program execution.

41–5A. (Title not used)
Paragraph not used.

Section III
Program Operation

41–6. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RBATCH and depresses the carriage return key. The program is now ready to communicate with the user.

41–7. Procedures
Follow the procedures described below.

Prompt (1): RBATCH will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken. ENTER PROGRAM NAME OR END (E)?

Table 41–1
Procedures

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter the program name of the report required.	2
Enter E to terminate the program.	EXIT
2 Depress the carriage return key.	

Prompt (2): RBATCH will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER ANSWERS TO PROGRAM'S PROMPTS.
ENTER BLANK TO STACK BLANK INPUT. ENTER /END TO END INPUT.
1111111111222222222233333333334444444444555555555566666666667777
1234567890123456789012345678901234567890123456789012345678901234567890123456789012

Steps	Next Prompt
1 The user should now enter the following response:	
Enter the answer to the selected program's first prompt.	
2 **Depress the carriage return** key. RBATCH will repeat the two lines of column numbers. Repeat steps 1 and 2 until the answers to all the prompts have been entered. (Depress the carriage return key without making a prior entry to record a required blank line.)	
3 Enter /END to denote the end of program response input.	
4 Depress the carriage return.	3

Prompt (3): RBATCH will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
RUN JOB NOW (N), DELAY IT (D), OR CANCEL IT (C)
or
RUN JOB DELAYED (D), OR CANCEL IT (C)? (Only FORSCOM users see this prompt.)

Steps	Next Prompt
1 The user should now enter **one** of the following responses:	
Enter N to run the job now.	4
Enter D to run the job in low cost overnight batch hours.	4
Enter C to cancel the job run. RBATCH displays a 'JOB NOT SUBMITTED' message.	1
2 Depress the carriage return key.	

Prompt (4): RBATCH will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

  RUN FILE XXXX TO UZKXXX COPY 001 NOHOLD
  OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER

	Next Prompt
No entry is required, processing returns to:	1
– If 100 lines of prompt responses have been entered:	EXIT

```
ENTER PROGRAM NAME OR END (E)?
RUQUOT
ENTER ANSWERS TO PROGRAM'S PROMPTS.
ENTER BLANK TO STACK BLANK INPUT.  ENTER /END TO END INPUT.


          111111111122222222223333333333444444444455555555556666666666777
123456789012345678901234567890123456789012345678901234567890123456789012
  C


          111111111122222222223333333333444444444455555555556666666666777
123456789012345678901234567890123456789012345678901234567890123456789012
  R


          111111111122222222223333333333444444444455555555556666666666777
123456789012345678901234567890123456789012345678901234567890123456789012
  A


          111111111122222222223333333333444444444455555555556666666666777
123456789012345678901234567890123456789012345678901234567890123456789012
  M  63B1


          111111111122222222223333333333444444444455555555556666666666777
123456789012345678901234567890123456789012345678901234567890123456789012

(carriage return or blank entry)


          111111111122222222223333333333444444444455555555556666666666777
103456789012345678901234567890123456789012345678901234567890123456789012
7/1/85


          111111111122222222223333333333444444444455555555556666666666777
103456789012345678901234567890123456789012345678901234567890123456789012
A


          111111111122222222223333333333444444444455555555556666666666777
103456789012345678901234567890123456789012345678901234567890123456789012
E


          111111111122222222223333333333444444444455555555556666666666777
103456789012345678901234567890123456789012345678901234567890123456789012
/END

RUN JOB NOW (N), DELAY IT (D), OR CANCEL IT (C) N
PUN FILE 5432 TO UZKO89 COPY 001 NOHOLD
OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER.
ENTER PROGRAM NAME OR END (E)?
E
```

Figure 41–1. RBATCH sample execution.

```
DISPLAY QUOTA ITEMS LIST(Y), ENTER SELECTION, OR END(E) ?
INDIV CLASS REPORT(R), CHANGE(C), OR END(E) ?
REG, INUNIT, MULT-LOC, ALL, RECSTA(D), MOD(N), OR END ?

 ENTER MOS SELECTION (A,M,C,S,I), HELP(H), OR END(E):
RECSTA DATES MUST BE BETWEEN 30/ 5/83 AND 22/ 9/86.

ENTER RECSTA DATES OR END(E):
   START     END
DD/MM/YY DD/MM/YY
TOTALS(T), AA(A), AR(R), NG(G), RETRAINEE(I), ALL(L), OR END(E)

INDIVIDUAL CLASS QUOTAS REPORT:

DATA FOR RECSTA DATE  7/ 1/85:
```

						COMBINED STAT CODES			
MOS	AIT	REC	AIT	AIT	CLS	AA	AR	NG	CLASS
	LOCATION	NUM	DATE	FOLL-ON	PRI	NPICR	NICR12	NICR12	NUMBER
63B1	DIX	0	8/ 3/85		5	00000	000030	000030	

							RQST	THRU	SP1	SP2	TOT	
SHD	SEAT	FINE	RETRAINEE	SCHED	ORIG	OTHER	QTA	42	0	0	42	PCT
AA AR NG	TUNE	PCT	QUOTA RES	INPUT	QUOTA	QUOTA	RES	42	0	0	42	FILL
Y N N	ON/Y	00	0 0	0	41	0	UNF	0	0	0	0	100

```
DYNAMIC FACTORS:
 CLS FIL% /
      100
STPM QTA  / STPM RES / STPM STA / STPF QTA / STPF RES / STPF STA /
    0           0           0         0           0           0
```

```
      RESERVATION INFORMATION
              AA      N P S           P S             I S
             TOT  TOT MAL FEM  TOT MAL FEM  TOT MAL FEM
      QUOTA   26   25  23   2    1   1   0    0   0   0
      RESV    28   25  20   5    3   1   2    0   0   0
      UNFL    -2    0   3  -3   -2   0  -2    0   0   0
      OPEN   YES  YES YES YES  YES YES YES  YES YES YES
      FP PCT   0    0   0   0    0   0   0    0   0   0
```

Figure 41-2. RBATCH delayed batch job sample output.

```
                                        COMBINED STAT CODES
  MOS        AIT       REC    AIT       AIT        CLS   AA      AR      NG       CLASS
             LOCATION  NUM    DATE      FOLL-ON    PRI   NPICR  NICR12  NICR12    NUMBER
  63B1       JACKSON    O     8/ 3/85              5     00000  000030  000030


                                              RQST  THRU   SP1     SP2   TOT
  SHD SEAT  FINE    RETRAINEE    SCHED ORIG  OTHER QTA   51     O       O     51 PCT
  AA AR NG  TUNE PCT QUOTA RES   INPUT QUOTA QUOTA RES   49     O       1     50 FILL
  Y  N  N   ON/Y 00    O    O      50    52      1 UNF    2     O      -1      1 98

DYNAMIC FACTORS:
 CLS FIL% /
      98
STPM QTA   / STPM RES / STPM STA / STPF QTA / STPF RES / STPF STA /
     O           O          O         O          O          O


        RESERVATION INFORMATION
             AA     N P S          P S          I S
             TOT  TOT MAL FEM  TOT MAL FEM  TOT MAL FEM
        QUOTA 32   31  29   3    1   1   0    0   0   0
        RESV  31   27  23   4    4   3   1    0   0   0
        UNFL   1    4   6  -1   -3  -2  -1    0   0   0
        OPEN  YES YES YES YES  YES YES YES  YES YES YES
        FP PCT  O   O   O   O    O   O   O    O   O   O



                                        COMBINED STAT CODES
  MOS        AIT       REC    AIT       AIT        CLS   AA      AR      NG       CLASS
             LOCATION  NUM    DATE      FOLL-ON    PRI   NPICR  NICR12  NICR12    NUMBER
  63B1       LWOOD      O     8/ 3/85              5     00000  000030  000030


                                              RQST  THRU   SP1     SP2   TOT
  SHD SEAT  FINE    RETRAINEE    SCHED ORIG  OTHER QTA   32     O       O     32 PCT
  AA AR NG  TUNE PCT QUOTA RES   INPUT QUOTA QUOTA RES   31     O       1     32 FILL
  Y  N  N   ON/Y 00    O    O       O    31      O UNF    1     O      -1      1 100

DYNAMIC FACTORS:
 CLS FIL% /
     100
STPM QTA   / STPM RES / STPM STA / STPF QTA / STPF RES / STPF STA /
     O           O          O         O          O          O


        RESERVATION INFORMATION
             AA     N P S          P S          I S
             TOT  TOT MAL FEM  TOT MAL FEM  TOT MAL FEM
        QUOTA 20   19  17   2    1   1   0    0   0   0
        RESV  20   18  15   3    2   1   1    0   0   0
        UNFL   O    1   2  -1   -1   0  -1    0   0   0
        OPEN  YES YES YES YES  YES YES YES  YES YES YES
        FP PCT  O   O   O   O    O   O   O    O   O   O
DISPLAY QUOTA ITEMS L:IST(Y), ENTER SELECTION, OR END(E) ?
```

Figure 41–2. RBATCH delayed batch job sample output – continued.

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Section IV
Output Description

41–8. Output
RBATCH prints a report of the program(s) the user selects. See figure 41–2 for a sample output for a delayed batch job.

41–8A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

41–9. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
   COUNTERS WOULD BECOME NEGATIVE
   UNSUCCESSFUL UPDATE OF XXXXX
   RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
        : INVALID XXXX INDICATOR IN SUBROUTINE XX
        : XXX NOT FOUND ON XXXX FILE
        : XXXXX ERROR–SUBROUTINE XXXXXX
        : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
        : ILLEGAL XXXX PASSED TO XXXXXX
        : BAD XXXX IN XXXXXX
        : IN XXXXX – X   XXXXX
        : CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD

```
        VALIDATING XXXXXX IN XXXXXX
        READING XXXXXXX
        IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
        VALIDATE XXXX – X   XXXXX
        DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX   XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
     ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE
```

41–10. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 41–2
Operation Errors

MESSAGE: PROGRAM XXXXX NOT FOUND ON PROGRAM INDEX RECORD, PLEASE NOTIFY SAC
ACTION: As indicated, notify the KEYSTONE Office that the selected program was not found on the program index record.

MESSAGE: XXXXXX IS NOT AUTHORIZED TO RUN XXXX (program).
ACTION: This is an information message. The user is not authorized to run the program cited in the message. No corrective action is possible.

MESSAGE: UZKXXX NOT AUTHORIZED TO RUN BATCH PROGRAMS AT THIS TIME JOB NOT SUBMITTED
ACTION: This is an information message. No corrective action is possible.

MESSAGE: PROGRAM XXXXXXXXX LOCKED OUT BETWEEN XX:00 and XX:00 JOB NOT SUBMITTED.
ACTION: This is an information message. Resubmit the job at another time.

Chapter 42
TOC Program

Section I
Program Summary

42–1. Purpose

The TOC (Terminal Operations Center) program is used from an on–line terminal for overnight batch auto–log submission of report programs. The batch job(s) will be processed early in the morning of the following day, between 0145 and 0400 hours. Due to Saturday evening CTS2 shutdown, TOC jobs submitted on Saturdays are not processed until early Monday morning to ensure their uninterrupted execution. In addition to the batch submission function, TOC must be run at least once a day to submit the system software that will actually process the card job files input into the virtual card reader. The TOC program may be run for batch auto–log submission before or after the cards are submitted.

42–2. Applicability

The TOC program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accessions Management Branch

42–3. Functions

TOC has two functions. These include:

a. **Overnight batch auto–log submission.** TOC is used from an on–line terminal to submit a card report job which will be processed early the following morning. The card report job will consist of all deferred batch jobs submitted to the virtual card reader under the user's ID. The user ID for the deferred batch jobs must therefore be the same as the user ID from which TOC is run. The TOC program may be run before or after the deferred batch jobs are submitted.

b. **System software submission.** TOC must be run at least once a day to submit the system software that will actually process the card job files input into the virtual card reader.

Section II
Input Requirements

42–4. Data Items

TOC does not require any further input after the initial command invocation.

42–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

42–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters TOC and depresses the carriage return key. The program requires no further input from the user. TOC will initiate a card report job to be run early the following morning. All deferred batch jobs which have been sent under the user's ID prior to the execution of the card report job will be included in the card report processing.

42–5A. (Title not used)

Paragraph not used.

Section IV
Output Description

42–6. Output

TOC provides no direct output. Instead, the program initiates a card report job to be run early the following morning. The card report job removes the card job files from the user's virtual card reader, executes the program(s) submitted by the cards, and sends the output to the user's high–speed remote printer.

42–6A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

42–7. System Errors

The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
2. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH

3. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH
4. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X XXXXX
   : CANNOT FIND XXXX ON XXXXXX
5. FATAL ERROR – XXXXXX
6. SIOXX ERROR: XXXXXX
7. INVALID XXXXX IN SIOXX
8. INVALID VALUE FOR XXXXX IN XXXXXX
9. BAD RETURN FROM XXXX IN XXXXXX
10. UNABLE TO GET DATA FROM XXXXXX
   VALIDATE XXXX – X XXXXX
   DECODE XX TYPE XXXXXX
12. VSAM ERROR = XXXX ON LUN XXX
13. VMCF ERROR = XXXXXX FOR LUN XXX
14. NO SINK AVAILABLE FOR LUN XXX
15. NO XXXXXX FOUND IN XXXXX
16. XXXXXX RECEIVED BY XXXX IS INCORRECT
17. $CTS ERROR IN XXXX ROUTINE

42–8. Operation Errors

There are no operation errors for the TOC program.

42–9. Batch Processing Information Messages and Operation Errors

The following messages may occur during batch processing.

Table 42–1
Batch Processing Information Messages and Operation Errors

MESSAGE: CONFIRMING AUTOLOGON AT MM/DD   HH:MM

ACTION: This is an informational message which appears on the terminal to indicate successful execution of the TOC program. No action is required.

MESSAGE:
1. /   /IS THE MAXIMUM NUMBER OF PRINT LINES ALLOWED PER BATCH JOB EXECUTION WHICH THIS PROGRAM HAS EXCEEDED. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
2. /   /IS THE MAXIMUM NUMBER OF CPU SECONDS ALLOWED PER BATCH JOB EXECUTION/WHICH THIS PROGRAM HAS EXCEEDED. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
3. THE PROMPT RESPONSES ARE INCORRECT OR INSUFFICIENT FOR THIS PROGRAM. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
4. THIS PROGRAM HAS A SERIOUS PROBLEM WHICH HAS CAUSED THE COMPUTER TO STOP ITS EXECUTION. PLEASE NOTIFY S. A. C. AT ONCE TO CORRECT THIS PROBLEM. JOB SUBMISSION FOR THIS RUN IS LISTED BELOW.

ACTION: One of the deferred batch jobs executed by TOC has exceeded the specified limit. Correct the problem as indicated or call the KEYSTONE Branch for further information.

Chapter 43
TOCI Program

Section I
Program Summary

43–1. Purpose
The TOCI (Terminal Operations Center–Immediate Submission) program is used from an on–line terminal for immediate batch submission of report programs. The batch job(s) will be processed ten minutes after TOCI is invoked, and will include all deferred batch jobs previously submitted to the virtual card reader under the user's ID. The TOCI program must therefore be run after the report job cards are submitted.

43–2. Applicability
The TOCI program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accessions Management Branch

43–3. Functions
TOCI is used from an on–line terminal to submit a card report job which will be processed ten minutes after TOCI is invoked. The card report job will consist of all deferred batch jobs previously submitted to the virtual card reader under the user's ID. The user ID for the deferred batch jobs must therefore be the same as the user ID from which TOCI is run. The TOCI program must be run after the applicable deferred batch jobs are submitted.

Section II
Program Operation

43–4. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters TOCI and depresses the carriage return key. The program is now ready to communicate with the user.

43–5. Procedures
Follow the procedures described below to submit the card report job.

Table 43–1
Procedures to submit the card report job

TOCI: THIS PROGRAM WILL TERMINATE YOUR SESSION TO RUN YOUR BATCH JOBS!
DO YOU WISH TO CONTINUE? (YES OR NO)
USER:
1. Enter N to terminate the program without further processing.
2. Enter Y to submit the card report job and terminate the terminal session. Proceed to the next prompt.
3. Depress the carriage return key.

TOCI: A BATCH JOB WILL RUN ON THIS USER ID IN 10 MINUTES. PLEASE DO NOT SIGN ON FOR AT LEAST 10 MINUTES TO ALLOW THE JOB TO START. THE SYSTEM WILL ALLOW YOU TO SIGN ON AGAIN AFTER THE JOB HAS STOPPED. ALL REPORT JOBS PREVIOUSLY SUBMITTED WILL BE RUN.
USER: No action is required. TOCI will terminate the user's terminal session and then run the card report job. All deferred batch report jobs which were previously sent under the user's ID will be included in the card report processing.

Section III
Output Description

43–6. Output
TOCI provides no direct output. Instead, the program initiates a card report job to be run ten minutes after TOCI is invoked. The card report job removes the card job files from the user's virtual card reader, executes the program(s) submitted by the cards, and sends the output to the user's high–speed remote printer.

43–6A. (Title not used)
Paragraph not used.

Section IV
Error Messages and Correction Procedures

43–7. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. **** TRACE BACK ****
   ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
   XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
2. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH
3. SYSTEM ERROR: INVALID XXXXX IN XXXX
        : ILLEGAL XXXXXX
        : OCCURRED IN XXX WHEN CALLING XXXX
        : IN XXXXXX WHEN RUNNING XXXXX
        : RETURNED BY XXXX
        : ERROR IN XXXX
        : XXXX NOT FOUND
        : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
        : PLEASE CALL KEYSTONE BRANCH
4. ERROR: READING XXXXX
      : SUBMITTING BATCH JOB
      : INVALID XXXX INDICATOR IN SUBROUTINE XX
      : XXX NOT FOUND ON XXXX FILE
      : XXXXX ERROR–SUBROUTINE XXXXXX
      : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
      : ILLEGAL XXXX PASSED TO XXXXXX
      : BAD XXXX IN XXXXXX
      : IN XXXXX – X   XXXXX
      : CANNOT FIND XXXX ON XXXXXX
5. FATAL ERROR – XXXXXX
6. SIOXX ERROR: XXXXXX
7. INVALID XXXXX IN SIOXX
8. INVALID VALUE FOR XXXXX IN XXXXXX
9. BAD RETURN FROM XXXX IN XXXXXX
10. UNABLE TO GET DATA FROM XXXXXX
          VALIDATE XXXX – X   XXXXX
          DECODE XX TYPE XXXXXX
11. VSAM ERROR = XXXX ON LUN XXX
12. VMCF ERROR = XXXXXX FOR LUN XXX
NO SINK AVAILABLE FOR LUN XXX
NO XXXXXX FOUND IN XXXXX
XXXXXX RECEIVED BY XXXX IS INCORRECT
$CTS ERROR IN XXXX ROUTINE

43–8. Operation Errors
There are no operation errors for the TOCI program.

43–9. Batch Processing Information Messages and Operation Errors
The following messages may occur during batch processing.

Table 43–2
Batch Processing Information Messages and Operation Errors

MESSAGE: CONFIRMING AUTOLOGON AT MM/DD HH:MM

ACTION: This is an informational message which appears on the terminal to indicate successful execution of the TOCI program. No action is required.

MESSAGE:
1. /   /IS THE MAXIMUM NUMBER OF PRINT LINES ALLOWED PER BATCH JOB EXECUTION WHICH THIS PROGRAM HAS EXCEEDED. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
2. /   /IS THE MAXIMUM NUMBER OF CPU SECONDS ALLOWED PER BATCH JOB EXECUTION/WHICH THIS PROGRAM HAS EXCEEDED. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
3. THE PROMPT RESPONSES ARE INCORRECT OR INSUFFICIENT FOR THIS PROGRAM. JOB SUBMISSION INPUT FOR THIS RUN IS LISTED BELOW.
4. THIS PROGRAM HAS A SERIOUS PROBLEM WHICH HAS CAUSED THE COMPUTER TO STOP ITS EXECUTION. PLEASE NOTIFY S. A. C. AT ONCE TO CORRECT THIS PROBLEM. JOB SUBMISSION FOR THIS RUN IS LISTED BELOW.

ACTION: One of the deferred batch jobs executed by TOCI has exceeded the specified limit. Correct the problem as indicated or call the KEYSTONE Branch for further information.

Chapter 44
AMDE Program

Section I
Program Summary

44–1. Purpose
The AMDE program allows certain users to edit the data files which will be used as input for the BQUOTA program. In addition, AMDE enables the user to obtain a printed listing of the data file, or to transfer the data to the Master file. When the program is run from the Master User ID, the user may edit and/or print any of the AMDE data files. Otherwise, AMDE accesses the data file corresponding to the user's ID.

44–2. Applicability
The AMDE program is accessed by the following user groups:
  a. KEYSTONE Branch
  b. Accessions Management Branch

44–3. Functions
AMDE has three functions. These include:
  a. **Edit.** The primary function of the AMDE program is to enable the user to edit the data files which will be used as input for the BQUOTA program. The commands used to edit the data files are outlined in the AMDE HELP module. This module is illustrated in figure 44–1.
  b. **Print.** After completing the editing session, the user may elect to have the data file printed at a high–speed remote printer. If so, AMDE prompts the user to enter the desired header for the print file. In addition, AMDE prints a second header consisting of the user's ID and the name of the data file.
  c. **Transfer.** Once the data file has been finalized and checked for accuracy, it may be transferred to the corresponding Master file. The Master file may then be edited from the Master User ID before being submitted as input for the BQUOTA program.

```
ENTER PROGRAM NAME OR END (E)?
RUQUOT
ENTER ANSWERS TO PROGRAM'S PROMPTS.
ENTER BLANK TO STACK BLANK INPUT.  ENTER /END TO END INPUT.


          1111111111222222222233333333334444444444555555555566666666667777
123456789012345678901234567890123456789012345678901234567890123456789012
  C


          1111111111222222222233333333334444444444555555555566666666667777
123456789012345678901234567890123456789012345678901234567890123456789012
  R


          1111111111222222222233333333334444444444555555555566666666667777
123456789012345678901234567890123456789012345678901234567890123456789012
  A


          1111111111222222222233333333334444444444555555555566666666667777
123456789012345678901234567890123456789012345678901234567890123456789012
  M 63B1


          1111111111222222222233333333334444444444555555555566666666667777
123456789012345678901234567890123456789012345678901234567890123456789012

(carriage return or blank entry)


          1111111111222222222233333333334444444444555555555566666666667777
103456789012345678901234567890123456789012345678901234567890123456789012
7/1/85


          1111111111222222222233333333334444444444555555555566666666667777
103456789012345678901234567890123456789012345678901234567890123456789012
A


          1111111111222222222233333333334444444444555555555566666666667777
103456789012345678901234567890123456789012345678901234567890123456789012
E


          1111111111222222222233333333334444444444555555555566666666667777
103456789012345678901234567890123456789012345678901234567890123456789012
/END

RUN JOB NOW (N), DELAY IT (D), OR CANCEL IT (C) N
PUN FILE 5432 TO UZK089 COPY 001 NOHOLD
OUTPUT TO BE RECEIVED VIA HIGH SPEED PRINTER.
ENTER PROGRAM NAME OR END (E)?
E
```

Figure 44–1. AMDE Data File Editing Commands

Section II
Input Requirements

44–4. Data Items
AMDE requires the user to enter data in the format described in table 44–1 when editing the AMDE data files.

Table 44–1
AMDE Data File Card Format

	Field	Columns	Value

Two cards are needed to add a class to the Quota file. The format for card 1 is:

	Field	Columns	Value
1	Identifier	1	'A'
2	RECSTA date	3–10	Reception station date in DD/MM/YY format
3	MOS	12–15	MOS code
4	Training type	17	0 = formal class
			1 = train and retain
			2 = train and pass
			3 = train and retain/ train and pass
			4 = multi–taught
5	OSUT	19	* = male OSUT
			+ = female OSUT
			'N' or blank = non–OSUT
6	AIT location	21–28	Blank for training type 0;
			Unit (AIT location) for training types 1, 2, 3;
			AIT location for training type 4
7	Card number	30	'1'
8	Original quota	32–35	Original class quota (0–9999)
9	Other quota	37–40	Quota for other services (0–9999)
10	Thru quota	42–45	Quota for thru tickets (0–9999)
11	SP1 quota	47–50	Quota for split 1's (0–9999)
12	SP2 quota	52–55	Quota for split 2's (0–9999)
13	Priority	57–58	Class priority (1–9) A blank entry will use the default value as specified on the data dictionary.
14	CLSNUM	60–72	DLI class number or blank
15	SCHED input	74–77	Scheduled input (0–9999)

Note: Thru quota + SP1 quota + SP2 quota must be greater than 0 if the class is OSUT.

The format for card 2 is:

	Field	Columns	Value
	1–6	1–28	These columns must be the same as those used on card 1.
7	Card number	30	'2'
8	AIT Date	32–39	AIT date in DD/MM/YY format
9	Follow–on AIT	41–48	Follow–on AIT date in DD/MM/YY format or blank
10	AANPS status	50	3 = closed to male and female
			2 = closed to male
			1 = closed to female
			0 = open to both males and females
			Blank defaults to 0
11	AAPS status	51	0 – 3
12	AAIS status	52	0 – 3
13	AA Retrainee status	53	0 – 3
14	AR NPS status	53	0 – 3
15	AR IRN status	58	0 – 3
16	AR IS status	59	0 – 3
17	AR SP1 status	60	0 – 3
18	AR SP2 Status	61	0 – 3
19	AR Retrainee Status	62	0 – 3
20	NG Retrainee Status	64	0 – 3
21	NG NPS Status	65	0 – 3
22	NG IS Status	66	0 – 3
23	NG SP1 Status	67	0 – 3

Table 44–1
AMDE Data File Card Format—Continued

	Field	Columns	Value
24	NG SP2 Status	68	0 – 3

One card is needed to delete a class from the Quote file. Its format is:

1	Identifier	1	'D'
2	RECSTA date	3–10	Reception station date in DD/MM/YY format
3	MOS	12–15	MOS code
4	Training Type	17	0 = formal class 1 = train and retain 2 = train and pass 3 = train and retain/ train and pass 4 = multi–taught
5	OSUT	19	* = male OSUT + = female OSUT 'N' or blank = non–OSUT
6	AIT location	21–28	Blank for training type 0; Unit (AIT location) for training types 1, 2, 3; AIT location for training type 4
7	Record number	30	Record number of the class as displayed in RUQUOT (0–9)

44–4A. (Title not used)
Paragraph not used.

Section III
Program Operation

44–5. Initiation Procedures
After completing the sign–on procedures described in Appendix B, the system prints the following message:

ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters AMDE and depresses the carriage return key. The program is now ready to communicate with the user.

44–6. Procedures
Follow the procedures described below to edit, print, or transfer the AMDE data files from an authorized User ID.

Table 44–2
Procedures to edit, print, or transfer the AMDE data files from an authorized User ID

AMDE:
WHICH UZK'S MASTER WOULD YOU LIKE TO EDIT?
ENTER (XXX OR YYY OR ZZZ)
(Note: This prompt will only be issued when the program is run from the Master User ID. All other users should proceed to the next prompt.)

USER: Enter the number of the desired Master file. Proceed to the next prompt.

AMDE: E
USER:
1. Edit the data file using the commands outlined in figure 44–1. Enter one command per line and depress the carriage return key. AMDE will repeat this prompt.
2. To exit the editor, the user may enter QUIT or FILE, and depress the carriage return key.
      a. If QUIT is entered, all changes made during the editing session are ignored, and the program is terminated without further processing. Proceed to the next prompt.
      b. If FILE is entered, however, the data file will be saved with all changes, additions, and deletions included. Skip the next prompt.

AMDE: NO CHANGES, ADDITIONS OR DELETIONS HAVE BEEN POSTED TO YOUR FILE. WORKX DATA IS THE SAME AS BEFORE THIS SESSION.
USER: No action is required. The program will terminate automatically.

AMDE: WOULD YOU LIKE TO HAVE THIS FILE PRINTED OUT AT YOUR REMOTE PRINTER (Y OR N)?
USER:

Table 44–2
Procedures to edit, print, or transfer the AMDE data files from an authorized User ID—Continued

1. Enter Y to obtain a printed listing of the data file. Proceed to the next prompt.
2. Enter N to bypass the printed report. When the program is run on the Master User ID, the program is terminated automatically. Otherwise, the program will skip the next prompt.
3. Depress the carriage return key.

AMDE: ENTER A HEADER FOR THIS PRINT JOB:
USER:
1. Enter the desired header and depress the carriage return key. AMDE will print the data file on the user's high–speed remote printer.
2. When the program is run on the Master User ID, the report is printed and the program is terminated automatically.

AMDE: DO YOU WANT TO ADD THIS FILE TO YOUR MASTER FILE ON UZKXXX (Y OR N)?
USER:
1. Enter Y to append the data file to the corresponding Master file. Proceed to the next prompt.
2. Enter N to bypass the transfer. Skip the next two prompts.
3. Depress the carriage return key.

AMDE: THE INPUT FILE WILL BE SENT TO UZKXXX, ADDED TO YOUR MASTER FILE ON UZKXXX AND ERASED FROM YOUR DISK. DO YOU WISH TO CONTINUE (Y OR N)?
USER:
1. Enter Y to proceed with the transfer.
2. Enter N to cancel the transfer. Skip the next prompt.
3. Depress the carriage return key.

AMDE: THE INPUT FILE HAS BEEN SENT TO UZKXXX, IT HAS BEEN APPENDED TO YOUR MASTER FILE.
WORKX DATA HAS BEEN ERASED FROM YOUR DISK.

YOU WILL START THE NEXT SESSION WITH AN EMPTY FILE
USER: No action is required. Proceed to the next prompt.

AMDE: BEGIN AGAIN (B), OR EXIT PROGRAM (E):
USER:
1. Enter B to reinitiate the program. Return to the initial program prompt.
2. Enter E to terminate the program without further processing.
3. Depress the carriage return key.

Section IV
Output Description

44–7. Output
AMDE may be used to print a listing of the data file on the user's remote high–speed printer. In addition, AMDE allows the data file to be transferred to the Master User ID and appended to the Master data file. The printed report follows the card format outlined in table 44–1. See figure 44–2 for a sample AMDE run.

E HELP

```
COMMAND              MEANING
=======              =======


TOP                  SET POSITION TO TOP OF FILE.

BOTTOM               SET POSITION TO BOTTOM OF FILE.

UP N                 SET POSITION UP N LINES FROM CURRENT.

DOWN N               SET POSITION DOWN N LINES FROM CURRENT.

TYPE N               TYPE N LINES OF FILE AND
                     SET POSITION TO LAST LINE TYPED.

DELETE N             DELETE N LINES STARTING AT CURRENT.

CHANGE/S1/S2/        SUBSTITUTE S2 FOR S1 IN THE CURRENT LINE.

QUIT                 QUIT WITHOUT POSTING CHANGES.

FILE                 SAVE FILE WITH ALL CHANGES
                     ADDITIONS AND DELETIONS.

INPUT                INPUT UNTIL A BLANK LINE IS ENTERED
                     INSERTING FOLLOWING THE CURRENT POINTER.

DUP                  FROM INPUT MODE, DUPLICATE COLUMNS 1 - 28 OF
                     PREVIOUS LINE ONTO CURRENT LINE.
                     NOTE:  DUPLICATION WILL NOT BE SEEN UNTIL
                            THE LINE IS TYPED.
```

E TYPE 10
```
. . . . . 1 . . . . 2 . . . + 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . .
*TOF
A 19/11/84 19E1 0 *           1  00   178  01              5                 178
A 19/11/84 19E1 0 *           2 23/11/84           3333  33333  3333
A 21/01/85 19E1 0 *           1  00   178  01              5                 178
A 21/01/85 19E1 0 *           2 25/01/85           3333  33333  3333
A 28/01/85 19E1 0 *           1  00   178  01              5                 178
A 28/01/85 19E1 0 *           2 01/02/85           3333  33333  3333
A 18/02/85 19E1 0 *           1  00   178  01              5                 178
A 18/02/85 19E1 0 *           2 22/02/85           3333  33333  3333
A 29/07/85 19E1 0 *           1  00   178  01              5                 178
A 29/07/85 19E1 0 *           2 02/08/85           3333  33333  3333
```

Figure 44–2. Sample AMDE run

```
E  BOTTOM

*EOF
E  INPUT


I/RSD        /MOS /T/O/LOC      /C/ORI /OTH /THR /SP1 /SP2 /PR/CLSNUM      /SCHD/

   . . . . . 1 . . . . 2 . . . + 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . .

                              /C/AITDATE /FOLLOWON/NPIR///NII12///NI12/
A  19/12/84 65B1 0  *          1  00          05              5              05
A  19/12/84 65B1 0  *          2 02/23/85
E  U
A  19/12/84 65B1 0  *          1  00          05              5              0
E  CHANGE/ */*/
A  19/12/84 65B1 0  *          1  00          05             .5              00
E  TYPE 2

   . . . . . 1 . . . . 2 . . . + 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . .
A  19/12/84 65B1 0  *          1  00          05              5              00
A  19/12/84 65B1 0  *          2 02/23/85
E  CHANGE/ 2/2/
A  19/12/84 65B1 0  *          2  02/23/85
E  FILE

WOULD YOU LIKE TO HAVE THIS FILE PRINTED OUT
AT YOUR REMOTE PRINTER (Y OR N) ? N

DO YOU WANT TO ADD THIS FILE TO YOUR MASTER FILE
ON UZK282 (Y OR N ) ? N

BEGIN AGAIN (B), OR EXIT PROGRAM (E):   B
E  QUIT


NO CHANGES, ADDITIONS OR DELETIONS HAVE
BEEN POSTED TO YOUR FILE.
WORK1 DATA IS THE SAME AS BEFORE THIS SESSION.
```

Figure 44–2. Sample AMDE run – continued

43–6A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

44–8. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED
   XXXX FILE NOT DECREMENTED
   XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:

COUNTERS WOULD BECOME NEGATIVE
UNSUCCESSFUL UPDATE OF XXXXX
RESERVATIONS WOULD BECOME NEGATIVE

3. **** TRACE BACK ****
   ENTRY POINT ENTRY ADDRESS RETURN ADDRESS
   XXXXXXXX ZZZZZZZZ ZZZZZZZZ

4. ERROR: ON LUN = XXXXXX
   VSAM ERROR RETURN CODE = XXXXXX
   ACTION CODE = XXX
   KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
   RECORD TYPE = XXX
   SPARE VARIABLE X = XXXXXX
   CALL KEYSTONE BRANCH

5. SYSTEM ERROR: INVALID XXXXX IN XXXX
   : ILLEGAL XXXXXX
   : OCCURRED IN XXX WHEN CALLING XXXX
   : IN XXXXXX WHEN RUNNING XXXXX
   : RETURNED BY XXXX
   : ERROR IN XXXX
   : XXXX NOT FOUND
   : RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
   : PLEASE CALL KEYSTONE BRANCH

6. ERROR: READING XXXXX
   : INVALID XXXX INDICATOR IN SUBROUTINE XX
   : XXX NOT FOUND ON XXXX FILE
   : XXXXX ERROR–SUBROUTINE XXXXXX
   : SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
   : ILLEGAL XXXX PASSED TO XXXXXX
   : BAD XXXX IN XXXXXX
   : IN XXXXX – X   XXXXX
   : CANNOT FIND XXXX ON XXXXXX

7. FATAL ERROR – XXXXXX

8. SIOXX ERROR: XXXXXX

9. INVALID XXXXX IN SIOXX

10. INVALID VALUE FOR XXXXX IN XXXXXX

11. BAD RETURN FROM XXXX IN XXXXXX

12. PROBLEM WITH XXXX XXXX RECORD
    VALIDATING XXXXXX IN XXXXXX
    READING XXXXXXX
    IN XXXXXX

13. UNABLE TO GET DATA FROM XXXXXX
    VALIDATE XXXX – X   XXXXX
    DECODE XX TYPE XXXXXX

14. VSAM ERROR = XXXX ON LUN XXX

15. VMCF ERROR = XXXXXX FOR LUN XXX

16. NO SINK AVAILABLE FOR LUN XXX

17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX

18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)

19. LOGIC ERROR: XXXXXX XXXXX

20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)

21. THIS OPTION NOT AVAILABLE AT THIS TIME
    ACTION IS XXXX

22. NO XXXXXX FOUND IN XXXXX

23. XXXXXX RECEIVED BY XXXX IS INCORRECT

24. $CTS ERROR IN XXXX ROUTINE

44–9. Operation Errors

The following list contains possible operation error messages and the corrective action to be taken for each.

Table 44–3
Operation Errors

MESSAGE: INVALID COMMAND. TYPE 'HELP COMMANDNAME' FOR ASSISTANCE.
ACTION: The user has entered an invalid command in the editor. Enter a valid command from figure 44–1, or enter HELP to obtain a list of valid editing commands.

MESSAGE: UZKXXX IS NOT ALLOWED ACCESS TO THE AMDE SYSTEM.
ACTION: The user's ID is not on the list of authorized users for the AMDE program. Call the KEYSTONE Branch for further information.

MESSAGE: PROBLEM IN COPYING TO MASTER
CALL KEYSTONE BRANCH
ACTION: A problem was encountered during the transfer of data to the Master File. Call the KEYSTONE Branch for further information.

MESSAGE: SOMEONE IS LOGGED ON UZKXXX AT THIS TIME.
TRY TO SEND YOUR FILE LATER.
ACTION: This is an informational message indicating that the link to the Master User ID was unsuccessful and that the data file was not transferred. Execution will terminate automatically. The program may be run at a later time to reattempt the data transfer.

Chapter 56
RCTRPL Program

Section I
Program Summary

56–1. Purpose
The RCTRPL program enables the user to update reservation information data items on multiple recruit records by submitting an overnight batch job.

a. Reservation data only can be changed. Holding record data cannot be changed by this program.

b. The user enters a data item list with the new value for each item. A second list of recruit records designated by LOCID/SSN indicates the records to which changes will be made. When the user responds affirmatively to the 'PERFORM REPLICATE?' prompt, the batch job is submitted. The next day confirmation is sent to the high speed printer designated by the user.

c. RCTRPL will not update reservation counts on other files. For example, if a BT location is changed, RCTRPL will **not** decrement the reservation at the original location and increment a reservation at the new location.

d. Users of RCTRPL are urged to use extreme caution when running the program.

56–2. Applicability
The RCTRPL program is accessed by the following user groups:

a. KEYSTONE, and

b. AMB (Accession Management Branch).

56–3. Functions
RCTRPL has four functions. These include:

a. Creation of the factor/new value data list.

b. Creation of the LOCID/SSN recruit record list.

c. Submission of the Replicate batch job.

d. Edit of the lists before batch job submission or after the batch submission in preparation for another Replicate batch job.

(1) The list create functions contain both END(E) and EXIT(X) selections. END is used to designate the completion of the list and to advance processing to the next step. EXIT allows the user to terminate RCTRLP without submitting a batch job.

(2) The submission of a batch job is accomplished by responding affirmatively to the 'PERFORM REPLICATE? (Y/N)' prompt. The EDIT of lists function follows immediately and enables the user to make changes to one or both lists in preparation for a second Replication batch job.

(3) The EDIT function also follows a negative response to the 'PERFORM REPLICATE?' prompt, allowing the user to report and, if necessary, add, change, or delete items before submission of the batch Replicate job.

Section II
Input Requirements

56–4. Data Items

a. RCTRPL requires the user to enter the items described below.

(1) Reservation data items. Enter the Factor Abbreviation as it appears on the recruit record or the corresponding number in the Data Dictionary.

(2) The new value of the factor.

(3) The LOCID of the recruit record location.

(4) The nine–digit SSN of the recruit record.

(5) Split indicator. The following codes designate the Army Reserve and National Guard recruit record or records on which the changes are to be made:

0 = NONSPLIT
1 = SPLIT1
2 = SPLIT2
3 = SPLIT1 and SPLIT 2

Note. Data item values are checked for syntax only, not content. For example, misspelled locations can be entered onto the recruit records. The new factor, RPLADM (Replicate Administrative Code) is automatically updated when this program is used and cannot be changed through RCTRPL.

b. Restricted factors will activate a message indicating that they can not be changed by RCTRPL.

56–4A. (Title not used)

Paragraph not used.

Section III
Program Operation

56–5. Initiation Procedures

After completing the sign–on procedures described in Appendix B, the system prints the following message:
ENTER PROGRAM NAME, 'LIST' OR 'OFF'

The user enters RCTRPL and depresses the carriage return key. The program is now ready to communicate with the user.

* * * * * * * * * * * *
RCTRPL SUBMITS AN OVERNIGHT BATCH JOB TO UPDATE RESERVATION
INFORMATION DATA ITEMS ON MULTIPLE RECRUIT FILE RECORDS
* * * * * * * * * * * *

56–6. Procedures

Follow the procedures described below to replicate reservation information data items.

Prompt (1): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER AA, AR, NG, OR END:

Table 56–1
Procedures to replicate reservation information data items

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter AA** to replicate Active Army recruit record changes.	2
Enter AR to replicate Army Reserve recruit record changes.	2
Enter NG to replicate National Guard recruit record changes.	2
Enter END to terminate RCTRPL.	EXIT
2 Depress the carriage return key.	

Prompt (2): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)

Steps	Next Prompt

1   The user should now enter **one** of the following responses:
     This prompt allows the user to create a list of factor–value combinations to be replicated.
     Enter a factor number or abbreviation followed by a slash and the new value. Depress the carriage return
     after each entry. When the list is complete, Enter E to advance processing prompt.
     example:
        MOS/11X1 (carriage return)
        BT LOC/DIX (carriage return – end of list)
        E (carriage return)	

NOTE:	2
– If a restricted factor is entered, a message will be displayed and this prompt repeated:	
– If a duplicate of a factor already on the list is entered:	4
Enter H to display the instructions for this prompt.	3
Enter E to indicate that the list is complete and resume processing.	
– If Active Army:	5
– If Army Reserve or National Guard:	7
Enter X to terminate RCTRPL	EXIT
2 Depress the carriage return key.	

Prompt (3): RCTRPL will print the following information.

ENTER THE FACTOR NUMBER OR ABBREVIATION FOLLOWED BY A SLASH (/), AND THE NEW VALUE YOU WISH TO HAVE REPLICATED.
WHEN FINISHED ENTERING DATA, ENTER 'E' TO CONTINUE NORMAL PROCESSING.
TO TERMINATE THE PROGRAM ENTIRELY, ENTER 'X'.

	Next Prompt
RCTRPL processing returns to:	2

Prompt (4): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
FACTOR WAS PREVIOUSLY ENTERED.
DO YOU WISH TO REPLACE THE PREVIOUS ENTRY WITH THE CURRENT FACTOR? (Y/N)

Steps	Next Prompt
1 The user should now enter **one** of the following responses: **Enter Y** to eliminate the factor on the list and replace it with the current entry.	2
Enter N to keep the list as is and eliminate the current entry.	2
2 Depress the carriage return key.	

Prompt (5): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER:
LOCID/SSN, HELP(H), END(E), OR EXIT(X)

Steps	Next Prompt

1   The user should now enter **one** of the following responses:
     This prompt allows the user to enter a list of up to 500 Active Army recruit records.
     Enter LOCID slash SSN. Depress the carriage return key after each entry. When the list is complete, enter
     E to advance processing.
     Example:
        AK7/111222333 (carriage return)
        AK7/222333444 (carriage return – end of list)
        E (carriage return)	

NOTE:	5
– If invalid LOCID/SSN combinations or holding records are entered, a message will be displayed and this prompt repeated.	
Enter H to display instructions for this prompt.	6
Enter E to advance processing to the next prompt.	9
Enter X to terminate RCTRPL.	EXIT
2 Depress the carriage return key.	

Table 56–1
Procedures to replicate reservation information data items—Continued

Steps	Next Prompt

Prompt (6): RCTRPL will print the following message.

ENTER THE LOCID, FOLLOWED BY A SLASH (/), AND THE SSN OF THE RECRUIT RECORD YOU WISH TO HAVE CHANGED.
WHEN FINISHED ENTERING DATA, ENTER 'E' TO CONTINUE PROCESSING NORMALLY.
ENTER 'X' TO TERMINATE THE PROGRAM ENTIRELY.

RCTRPL processing returns to:	5

Prompt (7): RCTRPL will print the following prompt for AR and NG users. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
PLEASE ENTER:
LOCID/SSN/SPLIT–IND, HELP(H), END(E), OR EXIT(X)

1 The user should now enter **one** of the following responses:	
This prompt allows the user to create a list of up to 50 Army Reserves or National Guard recruit records to which the factor/new value list data will be replicated.	
Enter LOCID slash SSN slash SPLIT–IND code. The help option will display the code list. Depress the carriage return after each entry. When the list is complete, enter E to advance processing.	
Example:	
VA/111222333/2 (carriage return)	
MD/222333444/0 (carriage return–end of list)	
E (carriage return)	
Enter H to display instructions for this prompt.	8
Enter E to indicate the list is complete and to advance processing.	9
Enter X to terminate RCTRPL.	EXIT
2 Depress the carriage return key.	

Prompt (8): RCTRPL will print the following instructions for AR and NG users.
ENTER THE LOCID, FOLLOWED BY A SLASH(/), THE SSN, FOLLOWED BY A SLASH (/), AND THE SPLIT INDICATOR (0–NONSPLIT, 1–SPLIT1, 2–SPLIT2, 3–SPLIT1 &SPLIT2) OF THE RECRUIT RECORD YOU WISH TO HAVE CHANGED.

WHEN FINISHED ENTERING DATA, ENTER 'E' TO CONTINUE PROCESSING NORMALLY. ENTER 'X' TO TERMINATE THE PROGRAM ENTIRELY.

RCTRPL returns processing to:	7

Prompt (9): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PERFORM REPLICATE? (Y OR N)

1 The user should now enter **one** of the following responses:	
Enter Y to submit the Batch Replicate job for the lists you have entered.	10
Enter N to proceed to the edit mode for list changes or to exit RCTRPL without batch job submission.	11
2 Depress the carriage return key.	

Prompt (10): RCTRPL will print the following message.

PUN FILE XXXX TO XXXXXX COPY001 NO HOLD
CONFIRMING AUTOLOGON AT MM/DD xxixx

1 A message will confirm the batch job submission:	11
See figure 56–1 for AA Replicate sample execution or figure 56–2 for AR or NG Replicate sample execution.	

Prompt (11): RCTRPL will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

DO YOU WISH TO EDIT FACTORS(F), EDIT RECRUITS(R), END(E), OR EXIT(X)?

1 The user should now enter **one** of the following responses:	
Enter F to edit the factor list.	12
Enter R to edit the recruit list	12
Enter X to terminate RCTRPL.	EXIT
Enter E to terminate this path.	1
WARNING any current lists are erased. Factor and recruit lists must be reentered from the beginning.	
Use this path to change components and/or to start over again.	
2 Depress the carriage return key.	

Table 56–1
Procedures to replicate reservation information data items—Continued

Steps	Next Prompt

Prompt (12): RCTRLP will print the following prompt for the EDIT path. Note: the last line (12b) will in some cases appear without the first two lines (12a). A description of appropriate user response is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

(a) REPORT(R), CHANGE(C), DELETE(D), OR ADD(A) ITEMS, HELP(H), END(E), OR EXIT(X)
(b) PLEASE ENTER AN EDIT COMMAND.

1	The user should now enter **one** of the following responses:	
	Enter R to display the current list of items which you selected for edit in prompt 11. See figure 56–3 for sample lists.	12b
	Enter C space item # (as displayed in the list) to change an item:	
	– If factor item editing:	14
	– If recruit list editing:	15
	Active Army – See figure 56–3 for EDIT samples.	
	National Guard or Army Reserve – See figure 56–3 for EDIT samples.	16
	Enter D space item # (as displayed in the list) to delete an item. The deletion is made. To display the renumbered list enter **R**.	112b
	Enter D space first item # space last item # to delete a range of items from a list. The deletion is made and the list is renumbered. To display the changed list enter R.	12b
	Enter A to add items to the list.	17
	– If factor list is being edited	
	– If the recruit list is being edited:	18
	Active Army	
	National Guard and Army Reserve	19
	Enter H to display the instructions for this prompt.	13
	Enter E to terminate the edit path.	9
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

Prompt (13): RCTRPL will print the following instructions.

```
REPORT ITEM(S)– R (ITEM# LAST)
CHANGE ITEM – C ITEM#
     DELETE ITEM(S)   – D ITEM# (LAST)
     ADD ITEM(S)      – 3A
     HELP             – H
     END              – E
     EXIT             – X
```

'ITEM#' IS THE NUMBER OF THE FIRST (OR ONLY) ITEM TO BE REPORTED, CHANGED, OR DELETED. 'LAST' IS THE NUMBER OF THE LAST ITEM TO BE REPORTED OR DELETED. '()'INDICATE INPUT VALUES ARE OPTIONAL.

TO REPORT THE ENTIRE LIST OF ITEMS, ENTER 'R'.
TO REPORT A RANGE OF ITEMS, ENTER 'R' AND THE NUMBER OF THE FIRST AND LAST ITEMS TO BE REPORTED, (R 5 10).
TO REPORT A SINGLE ITEM, ENTER 'R' AND THE NUMBER OF THE ITEM TO BE REPORTED, (R 15).

TO CHANGE AN ITEM, ENTER 'C' AND THE ITEM NUMBER TO BE CHANGED (C 17). THEN RETYPE THE ENTIRE ITEM.
TO DELETE A SINGLE ITEM, ENTER 'D' AND THE ITEM NUMBER TO BE DELETED, (D 9).
TO DELETE A RANGE OF ITEMS, ENTER 'D' AND THE NUMBER OF THE FIRST AND LAST ITEMS TO BE DELETED, (D 2 7).

TO ADD ONE OR MORE ITEMS, ENTER 'A'.

TO END EDIT PROCESSING, AND CONTINUE NORMAL PROCESSING, ENTER 'E'.
TO TERMINATE PROCESSING ENTIRELY, ENTER 'X'.

PLEASE ENTER AN EDIT COMMAND.

1	RCTRPL will return processing to step (12b).	12b
2	Depress the carriage return key.	

Prompt (14): RCTRPL will display the factor list item to be changed and will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

(Example)
ITEM#   FACTOR#/NEW VALUE
2.   MOS/11X1

PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)

Table 56–1
Procedures to replicate reservation information data items—Continued

Steps		Next Prompt
1	The user should now enter one of the following responses:	
	Enter a factor abbreviation or number slash new value to change the item.	12b
	Enter H to display instructions for this prompt. RCTRPL displays instructions and returns to this prompt.	14
	Enter E to terminate this path.	9
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

Prompt (15): RCTRPL will display the recruit list item to be changed and will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

Example:
ITEM #   LOCID/SSN
  2.   AK7 /222333444

PLEASE ENTER:
LOCID/SSN, HELP(H), END(E), OR EXIT(X)

1	The user should now enter **one** of the following responses:	
	Enter LOCID slash SSN to change the displayed item.	12
	Enter H to display instructions for this prompt. RCTRPL displays the instructions and repeats this prompt.	15
	Enter E to terminate this path.	9
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

Prompt (16): RCTRPL will display the recruit list item to be changed and will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ITEM #   LOCID   /   SSN   /SPLIT–IND
  3.   VA   222333444   2
PLEASE ENTER:
LOCID / SSN /SPLIT–IND, HELP(H), END(E), OR EXIT(X)

1	The user should now enter **one** of the following responses:	
	Enter LOCID slash SSN slash SPLIT indicator code to change the displayed item.	12
	Enter H to view the instructions for this prompt. RCTRPL displays the instructions and repeats this prompt.	16
	Enter E to terminate this path.	9
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

Prompt (17): RCTRPL will print the following prompt on the ADD factors path of EDIT. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)

1	The user should now enter **one** of the following responses:	
	Enter a factor abbreviation or number followed by a slash and the new value. Multiple additions are made by depressing the carriage return after each entry and entering another FACTOR/VALUE combination. When the additions are complete,	
	enter E to designate the end of the additions and to advance processing.	12
	Enter H to view the instructions for this prompt. RCTRPL returns to this prompt.	17
	Enter E to terminate this path.	12b
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

Prompt (18): RCTRPL will print the following prompt on the Add Active Army Recruit path of EDIT. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER:
LOCID/SSN, HELP(H), END(E), OR EXIT(X)

1	The user should now enter **one** of the following responses:	
	Enter LOCID slash SSN to add a recruit record to the recruit list. Depress the carriage return and enter another LOCID/SSN for multiple additions. When the additions are complete, **enter E** to designate the end of the additions list and to advance processing.	9
	Enter H to view instructions for this prompt. RCTRPL displays the instructions and repeats this prompt.	18
	Enter E to terminate this path.	
	Enter X to terminate RCTRPL.	EXIT

Table 56–1
Procedures to replicate reservation information data items—Continued

Steps		Next Prompt
2	Depress the carriage return key.	

Prompt (19): RCTRPL will print the following prompt on the AR or NG Add Recruit path of EDIT. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

PLEASE ENTER:
LOCID/SSN/SPLIT–IND, HELP(H), END(E), OR EXIT(X)

Steps		Next Prompt
1	The user should now enter one of the following responses:	
	Enter LOCID slash SSN slash SPLIT–indicator code to add a record to the list. Multiple additions are made	9
	by entering new items after the carriage return key. When the additions list is complete, enter E to indicate	
	the end of the additions and to advance processing.	
	Enter H to view the instructions for this prompt. RCTRPL displays the instructions and repeats this prompt.	9
	Enter E to terminate this path.	9
	Enter X to terminate RCTRPL.	EXIT
2	Depress the carriage return key.	

    a.   ************

RCTRPL SUBMITS AN OVER NIGHT BATCH JOB TO UPDATE RESERVATION INFORMATION DATA ITEMS ON MULTIPLE RECRUIT FILE RECORDS.
****

```
PLEASE ENTER AA, AR, NG, OR END:
AA

PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)
H

ENTER THE FACTOR NUMBER OR ABBREVIATION, FOLLOWED BY A SLASH(/),
AND THE NEW VALUE YOU WISH TO HAVE REPLICATED.
WHEN FINISHED ENTERING DATA, ENTER 'E' TO CONTINUE NORMAL PROCESSING.
TO TERMINATE THE PROGRAM ENTIRELY, ENTER 'X'.

PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)
40/11x1
44/dix
E

LOCID/SSN, HELP(H), END(E), OR EXIT(X)
WD9/458456999
75E/323686699
75e/abcdefg
AB/123456789
e

PERFORM REPLICATE? (Y OR N)
Y
PUN FILE 3347 TO UZK729 COPY 001 NOHOLD
CONFIRMING AUTOLOGON AT 12/28 03:30
DO YOU WISH TO EDIT FACTORS (F), EDIT RECRUITS (R), END (E),
OR EXIT (X)?.
F
REPORT(R), CHANGE(C), DELETE(D), OR ADD(A), ITEMS,
HELP(H), END(E), OR EXIT(X)
X
```

Figure 56–1. RCTRPL sample for Active Army recruit record replication

b.   ************
RCTRPL SUBMITS AN OVER NIGHT BATCH JOB TO UPDATE RESERVATION INFORMATION DATA
ITEMS ON MULTIPLE RECRUIT FILE RECORDS.
                                        ****

```
PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)
40/11x1
44/DIX
E


PLEASE ENTER:
LOCID/SSN/SPLIT-IND, HELP(H), END(E), OR EXIT(X)
H


ENTER THE LOCID, FOLLOWED BY A SLASH(/), THE SSN, FOLLOWED BY A SLASH (/), AND
THE SPLIT INDICATOR (0-NONSPLIT, 1-SPLIT1, 2-SPLIT2, 3-SPLIT1 & SPLIT2)
OF THE RECRUIT RECORD YOU WISH TO HAVE CHANGED.

WHEN FINISHED ENTERING DATA, ENTER 'E' TO CONTINUE PROCESSING NORMALLY.
ENTER 'X' TO TERMINATE THE PROGRAM ENTIRELY.

LOCID/SSN/SPLIT-IND, HELP(H), END(E), OR EXIT(X)
MD/ 218801746/1
NY/ 254214179/0
VA/449311549/1
E


PERFORM REPLICATE? (Y OR N)
Y
PUN FILE 3388 TO UZK729 COPY 001 NOHOLD
2CPU
DO YOU WISH TO EDIT FACTORS (F), EDIT RECRUITS (R), OR EXIT (X)?.
X
```

Figure 56–2. RCTRPL sample for National Guard or Army Reserve record replication

```
PERFORM REPLICATE?  (Y OR N):
N
DO YOU WISH TO EDIT FACTORS (F), EDIT RECRUITS (R), END (E), OR EXIT (X)?.
F
REPORT(R), CHANGE(C), DELETE(D), OR ADD(A) ITEMS,
HELP(H), END(E), OR EXIT(X)

PLEASE ENTER AN EDIT COMMAND:
H
   TO REPORT THE ENTIRE LIST OF ITEMS, ENTER 'R'.
   TO REPORT A RANGE OF ITEMS, ENTER 'R' AND THE NUMBER OF THE FIRST
   AND LAST ITEMS TO BE REPORTED, (R 5 10).
   TO REPORT A SINGLE ITEM, ENTER 'R' AND THE NUMBER OF THE ITEM TO
   BE REPORTED, (R 15).

   TO CHANGE AN ITEM, ENTER 'C' AND THE ITEM NUMBER TO BE CHANGED,
   (17).  THEN RETYPE THE ENTIRE ITEM.

   TO DELETE A SINGLE ITEM, ENTER 'D' AND THE ITEM NUMBER TO BE
   DELETED, (D 9).
   TO DELETE A RANGE OF ITEMS, ENTER 'D' AND THE NUMBER OF THE FIRST
   AND LAST ITEMS TO BE DELETED, (D 2 7).

   TO ADD ONE OR MORE ITEMS, ENTER 'A'.

   TO END EDIT PROCESSING, AND CONTINUE NORMAL PROCESSING, ENTER 'E'.
   TO TERMINATE PROCESSING ENTIRELY, ENTER 'X'.

   PLEASE ENTER AN EDIT COMMAND:
R
ITEM # FACTOR  / NEW VALUE
   1.   MOS     / 1X1
   2.   BT LOC  / DIX
   3.   AIT LOC / DIX

PLEASE ENTER AN EDIT COMMAND:
C 3
ITEM # FACTOR    / NEW VALUE
   3.   AIT LOC /  SILL

PLEASE ENTER AN EDIT COMMAND:
D 1

PLEASE ENTER AN EDIT COMMAND:
R
ITEM # FACTOR  / NEW VALUE
   1.   BT LOC  / DIX
   2.   AIT LOC / SILL
PLEASE ENTER AN EDIT COMMAND:
E
```

Figure 56–3. RCTRPL sample of the EDIT list functions of Report (R), Change (C), Delete (D), and Add (A) with reordering of the fact list as a result of editing

```
PERFORM REPLICATE? (Y OR N)
N
DO YOU WISH TO EDIT FACTORS(F), EDIT RECRUITS(R), END(E),
OR EXIT(X)
F
REPORT(R), CHANGE(C), DELETE(D), OR ADD(A), ITEMS, HELP(H),
END(E), OR EXIT(X).

PLEASE ENTER AN EDIT COMMAND.
A
PLEASE ENTER:
FACTOR/NEW VALUE, HELP(H), END(E), OR EXIT(X)
OPT 3
OPT2 18
E
PLEASE ENTER AN EDIT COMMAND:
E
PERFORM REPLICATE? (Y OR N)
N
DO YOU WISH TO EDIT FACTORS(F), EDIT RECRUITS(R), END(E),
OR EXIT(X)
E

PLEASE ENTER AA, AR, NG, OR END.
END
```

Figure 56–3. RCTRPL sample of the EDIT list functions of Report (R), Change (C), Delete (D), and Add (A) with reordering of the fact list as a result of editing – continued.

```
RECRUIT REPLICATION BEING PERFORMED FOR AA BY UZK729 ON 27/12/84
FACTOR:   MOS       NEW VALUE: 12C1
FACTOR:   BT LOC    NEW VALUE: SILL
RECRUIT RECORD: WD9 /458456999 SUCCESSFULLY UPDATED
RECRUIT RECORD: 75E /323686699 SUCCESSFULLY UPDATED
```

Figure 56–4. RCTRPL sample of the Batch Report received at the remote designation

Section IV
Output Description

56–7. Output
RCTRPL provides batch output information at the printer designated by the user at prompt #11. Sample output is shown in figure 56–4.

56–7A. (Title not used)
Paragraph not used.

Section V
Error Messages and Correction Procedures

56–8. System Errors
The following is a representative list of possible system errors. If any such error messages appear, call the KEYSTONE Branch immediately.

1. Any message which contains one of the following phrases:
   XXXX FILE NOT INCREMENTED

XXXX FILE NOT DECREMENTED
XXXX FILE NOT UPDATED
2. Any message which contains one of the following phrases:
COUNTERS WOULD BECOME NEGATIVE
UNSUCCESSFUL UPDATE OF XXXXX
RESERVATIONS WOULD BECOME NEGATIVE
3. **** TRACE BACK ****
ENTRY POINT   ENTRY ADDRESS   RETURN ADDRESS
XXXXXXXX   ZZZZZZZZ   ZZZZZZZZ
4. ERROR: ON LUN = XXXXXX
VSAM ERROR RETURN CODE = XXXXXX
ACTION CODE = XXX
KEYS (IN HEX) = ZZZZZZZZ, ZZZZZZZZ
RECORD TYPE = XXX
SPARE VARIABLE X = XXXXXX
CALL KEYSTONE BRANCH
5. SYSTEM ERROR: INVALID XXXXX IN XXXX
: ILLEGAL XXXXXX
: OCCURRED IN XXX WHEN CALLING XXXX
: IN XXXXXX WHEN RUNNING XXXXX
: RETURNED BY XXXX
: ERROR IN XXXX
: XXXX NOT FOUND
: RECORD DESCRIPTOR HAS XXXXXXX RETURN CODE IS XX
: PLEASE CALL KEYSTONE BRANCH
6. ERROR: READING XXXXX
: INVALID XXXX INDICATOR IN SUBROUTINE XX
: XXX NOT FOUND ON XXXX FILE
: XXXXX ERROR–SUBROUTINE XXXXXX
: SIOXX–FOR KEY XXXXXX AND ACTION XXXX NUMREC = XXXXXXXX
: ILLEGAL XXXX PASSED TO XXXXXX
: BAD XXXX IN XXXXXX
: IN XXXXX – X XXXXX
: CANNOT FIND XXXX ON XXXXXX
7. FATAL ERROR – XXXXXX
8. SIOXX ERROR: XXXXXX
9. INVALID XXXXX IN SIOXX
10. INVALID VALUE FOR XXXXX IN XXXXXX
11. BAD RETURN FROM XXXX IN XXXXXX
12. PROBLEM WITH XXXX XXXX RECORD
VALIDATING XXXXXX IN XXXXXX
READING XXXXXXX
IN XXXXXX
13. UNABLE TO GET DATA FROM XXXXXX
VALIDATE XXXX – X XXXXX
DECODE XX TYPE XXXXXX
14. VSAM ERROR = XXXX ON LUN XXX
15. VMCF ERROR = XXXXXX FOR LUN XXX
16. NO SINK AVAILABLE FOR LUN XXX
17. KEY/RECORD DISAGREE, KEY = XXXXXX RECORD: XXXXX
18. FACTOR XXXXXX NOT IN DATA DICTIONARY (XXXX)
19. LOGIC ERROR: XXXXXX XXXXX
20. XXXXX IS OUT OF RANGE XXXX IS AN INVALID XXXXX FOR COMPONENT (XXXX)
21. THIS OPTION NOT AVAILABLE AT THIS TIME
ACTION IS XXXX
22. NO XXXXXX FOUND IN XXXXX
23. XXXXXX RECEIVED BY XXXX IS INCORRECT
24. $CTS ERROR IN XXXX ROUTINE

56–9. Operation Errors

a. The following list contains possible operation error messages and the corrective action to be taken for each.

Table 56–2
Operation Errors

MESSAGE: INVALID RESPONSE or INVALID RESPONSE. PLEASE–REENTER
ACTION: The user has entered a response not indicated by the prompt selections. The prompt is repeated. Reenter a valid response

MESSAGE: THE REPLICATE CANNOT BE PERFORMED UNTIL BOTH THE LIST OF FACTORS AND THE LIST OF RECRUITS HAVE BEEN ENTERED.
ACTION: The prompt(s) for factor and/or recruit list creation will be displayed. One or the other is blank. Enter list data or terminate the program.

MESSAGE: The following six messages occur in the EDIT function.

1. THE ITEM NUMBER SPECIFIED MUST BE NUMERIC, PLEASE REENTER.
2. THE NUMBER OF THE LAST ITEM TO BE REPORTED MUST BE GREATER THAN OR EQUAL TO THE NUMBER OF THE FIRST ITEM TO BE REPORTED. PLEASE REENTER.
3. YOU MUST SPECIFY THE ITEM NUMBER, OR RANGE OF ITEM NUMBERS TO BE DELETED. PLEASE REENTER.
4. THE NUMBER OF THE LAST ITEM TO BE DELETED MUST BE GREATER THAN OR EQUAL TO THE NUMBER OF THE FIRST ITEM TO BE DELETED. PLEASE REENTER.
5. THE NUMBER OF THE ITEM TO BE CHANGED, MUST BE STIPULATED. PLEASE REENTER.
6. THE ITEM NUMBER SPECIFIED CANNOT EXCEED THE TOTAL NUMBER OF ITEMS IN THE ARRAY. PLEASE REENTER.

ACTION: List editing entries need a list item number. User the Report(R) option to display the numbered lists. If any deletions have been made, the list has been automatically renumbered and the user should report the list before attempting to make further changes. Additions are also assigned an item # and must be reported in order to be changed.

MESSAGE: The following five messages occur in the factor list creation or editing function.
ACTION:
1. THE NEW FACTOR MUST EQUAL THE FACTOR BEING CHANGED.
2. FACTOR: XXXX XXXX. FACTOR ENTERED IS NOT VALID. PLEASE REENTER.
3. FACTOR: XXXX _____. FACTOR ENTERED IS NOT PART OF THE RECRUIT RECORD. PLEASE REENTER.
4. FACTOR: XXXX _____. FACTOR ENTERED CANNOT BE CHANGED IN THIS PROGRAM. PLEASE REENTER.
5. NEW VALUE: XXXX _____. THE NEW VALUE ENTERED IS NOT VALID. PLEASE REENTER.

MESSAGE: Reenter factor abbreviation or number and the new value. Factor value entries are checked for syntax only. Factor abbreviations are checked for recruit record existence and restrictions for change through this program. Only reservation information factors are allowed for RCTRPL processing. The Change(C) option cannot be used for the addition of a factor to the list. The user must use the Add(A) option for additions.
ACTION: THE MAXIMUM NUMBER OF 50 FACTORS TO BE REPLICATED HAS BEEN REACHED.
OR
MAXIMUM NUMBER OF RECRUIT RECORDS HAVE BEEN ENTERED.

MESSAGE: Processing automatically advances. In order to replicate additional factors or expand the recruit list, a second Batch Replicate job must be submitted.

b. The following messages occur in the recruit record list creation or editing functions.

Table 56–3
Operation Errors

MESSAGE:
1. THIS RECRUIT RECORD WAS PREVIOUSLY ENTERED.
2. RECRUIT RECORD FOR XXXX/XXXXXXXXX (1XX) NOT FOUND ON THE X RECRUIT FILE. NOT ABLE TO BE UPDATED.
3. NO UPDATE ALLOWED ON A HOLDING RECORD. RECRUIT RECORD XXXX/XXXXXXXXXX IS A HOLDING RECORD.

ACTION: Reenter valid recruit LOCID/SSN data

MESSAGE:
1. INVALID LOCID
2. INVALID SSN #
3. INVALID SPLIT INDICATOR
4. INVALID ENTRY. TRY AGAIN.

ACTION: Data entry prompts are repeated. Reenter valid data.

Table 56–3
Operation Errors—Continued

MESSAGE: INVALID REMOTE ID VALUE SENT TO SUBMET. JOB NOT SUBMITTED.
ACTION: If this message appears and the user has not terminated RCTRPL, the response of EDIT FACTOR(F) and/or EDIT RECRUITS(R) will return processing to the EDIT selection prompt. From the 'ENTER AN EDIT COMMAND' prompt, the END(E) response will return the user to prompt (9) which allows the user to submit the batch job and indicate a valid remote ID in prompt (10).

Chapter 57
FOCUS–NG Annotated ANNPRO Download Program

Section I
Program Summary

57–1. Purpose
The FOCUS–NG ANNOTATED ANNPRO DOWNLOAD program enables management to download the Annotated Complete Report data from the REQUEST System NGPROG program to the IBM PC (personal computer) for use in AMB FOCUS applications. These procedures must be done on the IBM PC, not on a regular REQUEST terminal. Download of NGPROG data must be done on the AMB02 or KEY02, Manager's PC terminal. AMB FOCUS applications once the data is in FOCUS file format, may be run on any of the IBM PC user workstations. FOCUS application procedures are in a separate manual, AMB FOCUS Applications.

57–2. Applicability
The FOCUS–NG ANNOTATED ANNPRO DOWNLOAD program is accessed by the following user groups:
  a. KEYSTONE Office, and
  b. Accessions Management Branch.

57–3. Functions
The FOCUS–NG ANNOTATED ANNPRO DOWNLOAD function is to download from the REQUEST System NGPROG program the Annotated Complete Report data to the IBM PC and to convert it to a file format which is compatible with FOCUS applications.

57–4. Hardware, Software, Procedure Segments
  a. Hardware. The IBM PC hardware consists of four distinct physical parts.

(1) Winchester Chassis – contains the hard Winchester storage disk.
(2) IBM PC and keyboard.
(3) Monitor – the video screen.
(4) Printer

This hardware has three different configurations.

(1) AMB01 or KEY01 – the network server.
(2) AMB02 or KEY02 – the manager's workstation.
(3) AMB03 to AMB07 – the user workstations.

  b. Software and Instruction Manuals. (1) **IBM PC**

  IBM PC Users Manual – general information.
  IBM Reference Manual, 'Guide to Operations' for the Personal Computer.
  Basic Manual.
  IBM DOS – Disk Operations 2.10.
  IBM Disk Operating System User Guide (a pamphlet).

(2) **HAYES – SMARTCOM II**

  HAYES – SMARTCOM II Program Manual. This program controls the connection of the PC with BCS and the REQUEST System.

(3) **WORDSTAR**

Word Star Manual. This software is used for editing the NGPROG download data before it is converted to a FOCUS file.

(4) **FOCUS**

PC/FOCUS Manual – Guide to Operations, Getting Started, Table Talk.
PC/FOCUS User Manual. This software is used for FOCUS reports on the downloaded data.

c. Procedure Segments. For ease of reference, the procedures in this manual have been segmented into five distinct areas.

(1) Turning on the PC and activating the DOS (Disk Operating System). This segment is specific to AMB02 or KEY02, the manager's workstation which must be used for NG ANNOTATED ANNPRO DOWNLOAD procedures. See paragraph 57–6 in Section III, Program Operation.
(2) Using the SMARTCOM II software to connect with BCS and access the REQUEST System for NGPROG (AMB02 or KEY02 workstation). See paragraph 57–7 in Section III, Program Operation.
(3) NGPROG procedures for specifying the report parameters and capturing the data on the PC disk as a file with the file name of NGANOT. DWN (AMB02 or KEY02 workstation). See paragraph 57–8 in Section III, Program Operation.
(4) WORDSTAR – brief editing procedures for clearing up (editing) the NGANOT. DWN file before it is converted to a FOCUS file (AMB02 or KEY02 workstation). See paragraph 57–9 in Section III, Program Operation.
(5) 'DOWNLOAD' – the automatic conversion of the NGANOT. DWN file to FOCUS format file – NGANOT.FOC (AMB02 or KEY02 workstation). See paragraph 57–10 in Section III, Program Operation.

AMB FOCUS application procedures for reports on the data contained in the NGANOT.FOC file (any AMB user workstation) are in a separate manual, AMB FOCUS APPLICATIONS PROGRAM.

Section II
Input Requirements

57–5. Data Items
FOCUS–NG ANNOTATED ANNPRO DOWNLOAD requires the user to make multiple entries of data and to use function keys which are distinct to each segment of the procedures. Therefore, the specific entries and order in which they are to be made are contained within each particular segment of the procedures.

General Information

↵ = Entry key
ENTER key
Return or entry key

⇧ = Shift key

E> = IBM DOS environment prompt.

≫ = FOCUS environment prompt.

control key + break key = abort procedure.

carrier - usually refers to a telephone connection. If a "CARRIER LOST" message appears while connected to BCS, return to the SMARTCOM Menu, re-connect to BCS and REQUEST, enter program name, and you will be installed at the point where the phone was disconnected.

Error Messages - are displayed on the screen, often with instructions immediately following.

←↑↓→ = cursor positioning arrow keys for WORDSTAR use.

Shift key + PRINT SCREEN key = procedure to print the Monitor display at any point. The processing will pause while the print command is executing.

SECTION III. PROGRAM OPERATION

Figure 57–1. General Information

57–1A. (Title not used)
Paragraph not used.

Section III
Program Operation

57–6. Initiation Procedures for the IBM PC–AMB02 or KEY02, Manager's workstation
Sequence (1): Turn on the PC using the following four steps in order.

Table 57–1
Initiation Procedures for the IBM PC–AMB02 or KEY02, Manager's workstation

Steps	Next Prompt
1 Turn on the Winchester Chassis (on the back at the left).	
2 Turn on the IBM PC (on the right side near the back).	
3 Turn on the Monitor (pause 15 seconds and then pull on the 'bright' button)	
4 Turn on the Printer (is on when PC to which it is connected is turned on	2

Sequence (2): The screen will display a list of messages which end with the appearance of the Prompt: E>. You are now in DOS (Disk Operating System), connected to the E disk. Options available to the user are explained in the response chart below.

Options	Next Prompt
1 To continue FOCUS–NG ANNOTATED ANNPRO DOWNLOAD follow procedures in paragraph 57–7.	1

NOTE To use other DOS capabilities see the IBM PC DOS Manuals.

Notes:
**** The NGPROG procedures which follow apply **only** to the Download program. See the NGPROG Manual for details of other paths, options and selections. If you wish to terminate NGPROG before the Download procedures are complete, enter E to terminate the program, LOG OFF the REQUEST System and BCS and follow the last three steps (6, 7, and 8) of the final set of user instructions in paragraph 57–8 to return to DOS.

57–7. SMARTCOM II Procedures for connecting to BCS and accessing the REQUEST System.

Prompt (1): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

E>

Steps	Next Prompt

Perform the following steps in order:
1. **Enter CD\ DOWNLD** and press the entry key.
2. **Enter SCOM** and press the entry key. The SCOM Menu will appear with a blinking square following 'Enter SELECTION' below the menu.
3. A '1' is in the square, press the entry key. The blinking square now moves to 'O(RIGINATE, A(NSWER:'.
4. An 'O' is in the square, press the entry key. The blinking square now moves to 'Enter LABEL:'.
5. A 'P' is in the square, press the entry key.
    a. Dial tone sound.
    b. Phone ringing sound.
    c. Blank screen.
    If no connection is made and a 'NO CARRIER' message appears, check the telephone connections. Then, using the F1 function key, return to the SCOM Menu and repeat steps 3, 4, and 5.
6. With a blank screen, press the entry key. BCS notations appear on the screen.
7. Sign on to REQUEST using regular log–on procedures and entry key actions as required. 'ENTER PROGRAM NAME, LIST OR OFF' appears. You are now in the REQUEST System.   2

57–8. NGPROG Procedures for specifying the ANNOTATED Complete report parameters and capturing the data on the PC disk as a file with the file name of NGANOT.DWN

These procedures do NOT include all the REQUEST NGPROG program options, only those pertinent to the data download process. For other options see the NGPROG user manual.

You must be on IBM PC AMB02 or KEY02, the Manager's workstation and have made the connection to access the REQUEST System as detailed in the paragraph 57–7 procedures.

Prompt (2): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
ENTER PROGRAM NAME, LIST OR OFF

Table 57–2
NGPROG Procedures

Steps	Next Prompt
1 **Enter NGPROG.**	
2 Press the entry key.	3

Prompt (3): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

REPORT (R), UPDATE (U), OR END (E)?

1 **Enter R** to generate Annual Accession reports.	4
2 Depress the carriage return key.	

Prompt (4): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY/ENTER SELECTION, DISPLAY MENU(D), OR END(E)

1 **Enter 2–Digit fiscal year and enter AC** beyond the slash. (This is the Annotated Complete Report Selection.)	
2 Press the entry key.	5

Table 57–2
NGPROG Procedures—Continued

Steps	Next Prompt

Prompt (5): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER SELECTION, DISPLAY MENU (D) or END (E):

1	**Enter 2,** this is the TSPACE DOWNLOAD selection.	
2	Press the entry key.	6

Prompt (6): The following prompt will be printed. A description of the appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E):

1	The user should now enter **one** of the following responses to tailor the NGPROG download MOS data. *** **DO NOT PRESS THE ENTRY KEY** ***. When the MOS selection is complete, see step 2 to determine at which point the F4 function key should be used to direct NGPROG data to the disk for capture.	
	Enter A for all MOS.	7
	Enter M, code to indicate the single selection, list, or range desired for the specific MOS. The M and the code must be separated by valid delimiters (see paragraph 57–11 for a list of valid delimiters). Example: M, 11B1, 11G1	7
	Enter C, code to indicate the groups of MOS associated with a particular Career Management Field. The C and the code must be separated by valid delimiters (see paragraph 57–11 for a list of valid delimiters). Example: C, 11,12,13	7
	Enter S, code to indicate the groups of MOS associated with a particular Skill Cluster. The S and the code must be separated by valid delimiters (see paragraph 57–11 for a list of valid–delimiters). Example: S, GE, SS	7
	Enter I, code to indicate the groups of MOS associated with a particular Staff ID. The I and the code must be separated by valid delimiters (see paragraph 57–11 for a list of valid delimiters). Example: I, 11	7

2	The next user action depends upon the user selection above.
	If the user chose:
	A, DO NOT depress the entry key. Press the F4 key.
	M, C, S or I, the user action depends upon whether the user entered a single code, a list of codes, or a range of codes above. If the user selected a:
	  – **single code**, depress the entry key once, and the F4 function key **once**.
	  – **list of codes**, depress the entry key once, and the F4 function key **once**.
	
	  – **range of codes**, DO NOT depress the entry key. Press the F4 function key.
	NOTE: See paragraph 57–11 for further explanation of this prompt. This explanation includes valid codes, delimiters, and response formats.	

Prompt (7): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

!, **

1	Press the entry key. Screen will show the download data with no headers. Sample output is provided in figure 57–2 in the Output Description, Section IV, paragraph 57–11.	9

Prompt (8): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

FY/ENTER SELECTION, DISPLAY MENU(D), OR END(E)

1	**Press the F1 function key** to complete the data transfer.	9

Prompt (9): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

A 'RENAME FILE' prompt appears.

1	**Enter NGANOT.DWN**.	
2	**Press the entry key**. The message 'FILE EXISTS Re–enter, Erase: R' appears.	
3	**Enter E**. This step replaces the existing data in NGANOT.DWN with current data and is followed by a 'RE-CEIVE COMPLETE' message.	
4	**Enter E** to end the NGPROG program.	
5	LOG OFF BCS.	
6	**Press the F1 function key** to return to the SMARTCOM II Menu.	
7	**Enter 0** (zero) in the square following 'SELECTION'.	
8	**Enter Y** in the square following 'EXIT PROGRAM? Y/N'.	10

Table 57–2
NGPROG Procedures—Continued

Steps	Next Prompt

This terminates the CD\DOWNLD program which you began in paragraph 57–7. The data from NGPROG has been captured on the disk in a file named NGANOT.DWN.

The system prompt returns to E>.

57–9. Procedures for using WORDSTAR to clean up (edit) the NGANOT.DWN file data before it is converted to a FOCUS file. (AMB02 or KEY02)

Prompt (10): You will now access WORDSTAR to delete any non–data lines which have been captured. These steps contain minimum WORDSTAR procedures. Consult your WORDSTAR Manual for further details. The prompt is:

E>

Table 57–3
Procedures for using WORDSTAR to clean up (edit) the NGANOT.DWN file data before it is converted to a FOCUS file. (AMB02 or KEY02)

Steps	Next Prompt
Perform the following steps in order:	
1 **Enter PATH\ WD** and press the entry key.	
2 **Enter WS** and press the entry key. The WORDSTAR command menu appears.	
3 **Press N** to edit a non–document file. The file name is NGANOT.DWN, enter the file name. The captured data is displayed on the screen. The PAGEUP and PAGEDOWN keys may be used to scroll through the data. All extraneous lines, including those which appear blank except for a < at the right of the screen, should be deleted. When :(colons) appear at the right of lines above the data, and .(periods) at right edge below the data, the data file is clean. See figures 57–3 and 57–4 in Section IV, OUTPUT description.	
4 Position the cursor on the lines to be deleted and **press the control key and Y**, at the same time, to delete those lines.	
5 When the edit is complete, **press the control key and K, at the same time, then X** to exit from WORDSTAR. The E> prompt will appear at the bottom of the screen when the file has been saved. You should now have a clean NGPROG data file ready to be converted to a FOCUS file. Continue with the Procedures in paragraph 57–10.	11

57–10. Procedures for 'DOWNLOAD NGANOT', an EXEC, which performs the automatic conversion of the NGANOT.DWN file to a FOCUS format file called NGANOT.FOC. (AMB02 or KEY02)

Prompt (11): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.

E>

Table 57–4
Procedures for 'DOWNLOAD NGANOT', an EXEC, which performs the automatic conversion of the NGANOT.DWN file to a FOCUS format file called NGANOT.FOC. (AMB02 or KEY02)

Steps	Next Prompt
1 **Enter DOWNLOAD NGANOT.**	12

Table 57–4
Procedures for 'DOWNLOAD NGANOT', an EXEC, which performs the automatic conversion of the NGANOT.DWN file to a FOCUS format file called NGANOT.FOC. (AMB02 or KEY02)—Continued

Steps	Next Prompt

Prompt (12): NGPROG will print the following prompt. A description of appropriate user responses is provided in the response chart below. The next prompt will not appear until each step in the response chart has been taken.
 	
  1. The system converts the data to a FOCUS input file.
  2. The system runs FOCUS to load the data. A series of screens will appear. Do not enter any data until the following prompt appears.
 	
     .
     .
     .
       C: NGANOT.FOC – – – – – – – – – – 'date'
    Transactions: Total=XX Accepted=XX Rejected=XX
    Segments: Input=XX Rejected=XX Deleted=XX
       ERASE PROFILE.FEX	

1   The next action depends upon the condition of the FOCUS file.
    – If the transaction information contains rejected items, abort the process with the control and break key and return to WORDSTAR to be sure the 'transferred data is clean', with no extraneous items in the NGANOT.DWN file.
    – If the transaction information is accepted, the conversion is complete and the data loaded to FOCUS in a file named NGANOT.FOC. The FOCUS program may now be run on any AMB03 to AMB07 workstation. See the procedures in the AMB FOCUS Applications Manual.
	10

57–11. DESMOS HELP in response to the prompt:

ENTER MOS SELECTION (A, M, C, S, I), HELP(H), OR END(E)

In response to this prompt, the user must indicate, in the correct format, the MOS(s), CMF(s), Skill Cluster(s), or Staff ID(s)to be reported. Use the format below to respond to this prompt.

Valid input format: category delimiter code

Table 57–5
DESMOS HELP in response to the prompt

Category	Code
A = All MOS on file	N/A
M = Specified MOSs	4–character MOS
C = Specified CMFs	1–2 character CMF
S = Specified Skill Clusters	2–character Skill Cluster
I = Specified Staff IDs	1–2 character Staff ID
Delimiters	
Valid	
Choices: = ' / , . blank	
– (dash – reserved for delimiter between start and end of range)	

  Once the user has chosen a particular delimiter, the same delimiter must be used throughout all input. The **only** exception is for reporting a range. In this case, a dash must be used in addition to the initial delimiter to separate the two ends of the range.

Notes:

    Lists may occupy more than one input line, therefore, a blank input line after the entry of a single code or a list of codes is required to indicate the end of the input process. The blank line is created by pressing the return or entry key an extra time.

    In the report for lists or ranges of CMF, Skill Cluster, and Staff ID, the MOS codes will be sorted in ascending order and duplicates deleted. Therefore, the association of MOS with a particular CMF, Skill Cluster or Staff ID will **not** be maintained.

Examples

	Response
All	1. A
	2. Press the F4 function key.
Single	1. C, 11 (or) C. 11
	2. Depress the carriage return key **once.**
	3. Press the F4 function key **once.**
List	1. C, 11, 12, 13, 20, 36 (or) C 11 12 13 20 36
	2. Depress the carriage return key **once.**
Range	1. C 11–15 (or) C=11–15
	2. Press the F4 function key.

Section IV
Output Description

57–12. Output

FOCUS–NG ANNOTATED ANNPRO DOWNLOAD provides a screen display of data during the procedures in paragraph 57–8 while data is being captured from REQUEST to the disk. A sample is displayed below in figure 57–2.

```
AA8411X1Y167901176261387617823 3567 36011101110303 4038    N   O   O    ON15407

1670113146 3302 339810479 9614N154071670113146 3302 339810479 9614N   O   10
    O    O    O    O    OY13383  925  729 1525 1469  742  689Y 3383 925  729
 1525 1469  742  689N    O    O    O    O    O    O    ON 280    O    O    O
    O    O   ON 280    O    O    O    O    O   ON    O    O    O   O.   O
    O   ON    O    O   ON    O    O   ON    O    O   ON 100  100   IN  100

  100    IN   O    O    O
FY / ENTER SELECTION, DISPLAY MENU(D), OR END(E)

FY / ENTER SELECTION, DISPLAY MENU(D), OR END(E)
```

Figure 57–2. FOCUS–NG ANNOTATED ANNPRO DOWNLOAD Screen display of download data captured while accessing the REQUEST system. Stars at the top and messages and prompts at the bottom should be edited out by using WORDSTAR (paragraph 57-9).

```
        C:NGANOT.DWN   FC=739 FL=10 COL 01            INSERT ON
                              M A I N   M E N U
      --Cursor Movement--       -Delete-      -Miscellaneous-      -Other  Menus-
 ^S char left ^D char right   ^G  char    ^I Tab   ^B Reform    (from Main only)
 ^A word left ^F word right   DEL chr lf  ^V INSERT ON/OFF       ^J Help    ^K Block
 ^E line  up  ^X line down     ^T word rt ^L Find/Replce again ^Q Quick  ^P Print
      --Scrolling--             ^Y  line   RETURN End paragraph ^O Onscreen
 ^Z line down ^W line up                   ^N Insert a RETURN
 ^C screen up ^R screen down               ^U Stop a command
                                                                            :
                                                                            :
                                                                            :
                                                                            :
 840702 44B1 0        840907    OY   1   14   O   O   10   2   3   14   9   9   O  +
      1   O   O   O   O   O   O    O   2    2   O   O    O   O   O    O   O.  O   O  +
      O   O   O   O   O   O   3    3   3    O   O   O    O   O   O    O   O   O   O  +
      O   8   O   O   O   O   O    O   O    3   1   O    O   O   O    O   O   O   O  +
      O   2   O   O   O   O   O    O   O    O   O   O    O   O   O    O   O   O   O  +
      O   O   O   O   O   O   O    O   O    O   O   O    O   O   O    O   O   O   O  +
      O   O   O   O   O   O   O    O   O    O   O   O    O   O   O    O   O   O   O  +
 840702 44E1 0        840907    2Y   O    8   O   O    5   1   2    8   5   5   O  +
      O   O   O   O   O   4   4    4   1    1   O   O    O   O   O    O   O   O   O  +
      O   O   O   O   O   O   2    2   2    O   O   O    O   O   O    O   O   O   O  +
      O   3   O   O   O   O   O    O   O    1   O   O    O   O   O    O   O   O   O  +
    1HELP   2INDENT 3SET LM 4SET RM 5UNDLIN 6BLDFCE 7BEGBLK 8ENDBLK 9BEGFIL 1OENDFIL
```

Figure 57–3. NG ANNOTATED ANNPRO DOWNLOAD – Screen display of captured data in WORDSTAR. Colons at the right edge above the data indicate that all extraneous lines have been deleted from the top of the file

```
        C:NGANOT.DWN   FC=739 FL=10 COL 01              INSERT ON
                              M A I N   M E N U
       --Cursor Movement--       -Delete-      -Miscellaneous-      -Other  Menus-
^S char left ^D char right   ^G  char      ^I Tab   ^B Reform    (from Main only)
^A word left ^F word right   DEL chr lf  ^V INSERT ON/OFF      ^J Help    ^K Block
^E line  up  ^X line down    ^T word rt ^L Find/Replce again ^Q Quick   ^P Print
        --Scrolling--        ^Y  line    RETURN End paragraph ^O Onscreen
^Z line down ^W line up                    ^N Insert a RETURN
^C screen up ^R screen down                ^U Stop a command
     0   0   0   0   0   0   3   3   3   0   0   0   0   0   0   0   0   0   0   +
     0  14   1   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   +
     0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   +
     0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   +
     0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   +
840716 44E1 0           840921   5Y   0   8   0   0   5   1   2   8   5   5   0   +
     0   0   0   0   0   4   4   4   1   1   0   0   0   0   0   0   0   0   0   +
     0   0   0   0   0   0   2   2   2   0   0   0   0   0   0   0   0   0   0   +
     0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0   +
     0   1   0   0   0   0   0   0   0   0   0   7   7   7   7   7   7   7   7   +
     7   7   7   7   7   7   7   7   7   7   0   0   0   7   7   7   0   0   0   +
     0   0   7   7   7   7   7   7   7   7   7   0   0   0   0   0   0   7   7   +
                                                                           .
                                                                           .
                                                                           .
1HELP   2INDENT 3SET LM 4SET RM 5UNDLIN 6BLDFCE 7BEGBLK 8ENDBLK 9BEGFIL 10ENDFIL
```

Figure 57–4. NG ANNOTATED DOWNLOAD – Screen display of captured data in WORDSTAR. Periods at the right edge below the data indicate that all extraneous lines have been deleted from the end of the file

57–12A. (Title not used)

Paragraph not used.

Section V
Error Messages and Correction Procedures

57–13. System and Operations Errors

Errors depend upon the IBM PC environment in which they occur.

For errors in DOS, (E prompt) see the IBM Manuals.
For errors in SMARTCOM II, see the Hayes SMARTCOMP II Manual.
For errors in WORDSTAR, see the WORDSTAR Manual.
For errors while connected to BCS and the REQUEST System NGPROG program, see NGPROG Program Manual.
For errors while running download nganot, see your System Manager.

57–13A. (Title not used)

Paragraph not used.

Appendix A
Processing Modes

A–1. General
There are two processing modes available to REQUEST users: on–line and batch. Some programs may be executed in only one of the modes; others may be executed in both modes. Certain programs have options which allow the user to enter information on–line and execute the report or update in a batch mode. Reports executed in a batch mode may be retrieved and printed on a high speed line printer. Any of the batch capabilities described above which apply to a program or user are described in the chapter for that program.

A–2. on–line processing
Generally, processing done over a keyboard terminal and telephone line is considered on–line processing. Input is entered on and output received from the terminal in the on–line mode. Most processing in REQUEST is on–line processing. NGBILD and NGRQST are examples of programs executed on–line.

A–3. Signing On with TELENET
To initiate on–line processing, it is necessary to establish a communications link between your terminal and the computer using the telephone system. TELENET is a system for facilitating the linkage of terminals to main–frame computers. Follow the procedures described below to use TELENET for accessing the BCS computer.

  a. Begin the sign–on procedure by following the instructions appropriate for your terminal.

    For an ASCII teletype (TTY) terminal,
    a personal Computer equipped with an RS232C Communications Interface and a Terminal Emulation Package,
    or a Communicating Word Processor:

    (1) Turn on the terminal.
    (2) If the user is at a communicating word processor, the user should now load the communications program diskette. For other terminals skip this step and continue at step (3).
    (3) Set the transmission speed on the terminal to 110, 300, or 1200 BPS, depending upon the requirements of the terminal and/or the modem.
    (4) Set the parity to EVEN.
    (5) Set the signal to HALF–DUPLEX.
    (6) Dial the TELENET access number. When a high pitched tone can be heard in the ear–piece, set the handset into the acoustic coupler. (If the phone is a Data–phone, depress the DATA button.)
    (7) Depress the carriage return key, enter the semi–colon symbol (;) and depress the carriage return key again.
    (8) Go to section A–3b.

    For terminals hard–wired directly to TELENET:

    (1) Turn on the terminal.
    If the terminal has an AUTO–CONNECT feature, the terminal will now be linked to the BCS computer.
    (2) If the terminal is not yet linked to the BCS computer, go to section A–3c and execute the procedures there.

    For an IBM 2741 or other Selectric–based terminal

    (1) Make sure that the terminal control is set to OFFLINE or LOCAL.
    (2) Turn on the terminal.
    (3) Dial the TELENET access number. When a high pitched tone can be heard in the ear–piece, set the handset into the acoustic coupler. (If the phone is a Data–phone, depress the DATA button.)
    (4) Switch the terminal control to REMOTE or COMM, depending upon which setting the terminal has.
    (5) Enter a period (.) and depress the carriage return key.
    (6) Go to part A–3b.
    For APL keyboard terminals:
    (1) Turn on the terminal.
    (2) Dial the TELENET access number. When a high pitched tone can be heard in the ear–piece, set the handset into the acoustic coupler. (If the phone is a Data–phone, depress the DATA button.)
    (3) Determine whether the phone is ASCII or Selectric–based by checking the terminal specifications. If terminal is ASCII, depress the carriage return key and go on to step (4).
    Otherwise, go on to step (4).
    (4) Enter a right parenthesis symbol ')' and depress the carriage return key.

(5) Go to section A–3b.

b. Once TELENET comes on the line, it will identify itself to the user and display the user's terminal port address. TELENET will then prompt for the terminal model code:

TERMINAL =

(1) Enter the two–character terminal identifier appropriate for the terminal (see Table A–l).
(2) Depress the carriage return key.

If the user is using the TELENET WATS service, TELENET will ask for the user's area code:

AREA CODE =

(1) Enter the three digits of the user's area code.
(2) Depress the carriage return key.
(3) Go to section A–3c.

c. TELENET will next respond with the symbol:

@

Some terminals are required at this point to enter an identification code and password. This code and password are separate from the code and password used to access the BCS computer. Whether a particular terminal is required to enter the TELENET ID code and password will vary from installation to installation. If the user is not sure of the situation with a particular terminal, the user should consult a supervisor. If an identification code is required, execute the following procedure:

(1) Enter the characters ID.
(2) Depress the space bar.
(3) Enter the assigned caller identifier.
(4) Depress the carriage return key.

Some TELENET users are required to enter an ID code but not a password. Users in that case would skip the next prompt; otherwise if TELENET prompts:

PASSWORD =

(1) Enter the password.
(2) Depress the carriage return key.

If the TELENET does not respond with an @ symbol, then the terminal has been linked to the BCS computer automatically. If the link has not been established, TELENET will respond with:

@

If this happens, or if the user is not required to enter an identifier and password, execute the following procedure.

(1) Enter C.
(2) Depress the space bar.
(3) Enter the network address. (The network address will be supplied to the user by KEYSTONE Branch.)
(4) Depress the carriage return key.

The terminal should now be linked to the BCS computer.

d. Users who are using a personal computer with the RS232C communications interface and an interactive terminal emulation package as a terminal are liable to experience difficulty with the size of their line or page. To resolve this difficulty, the user should inform TELENET of the page size for the terminal. To do this, link up with the BCS computer in the manner described in sections A–3a through A–3c and execute the following procedure:

(1) Depress the carriage return key.
(2) Enter the symbol @.

(3) Depress the carriage return key again.

TELENET will respond with:

@

(4) Enter PAGE.
(5) Depress the space bar.
(6) Enter an integer representing the length of the line (or the width of the page) as the number of characters that can be fit onto a line.

Information about the terminal, such as the page width and length, should be obtained by the user from the user's supervisor.

(7) If the user's personal computer displays more than one line at a time, depress the space bar and enter an integer representing the length of the page as the number of lines that can fit on a single page display.

(8) Depress the carriage return key.

TELENET will respond with:

@

(9) Enter CONT.

(10) Depress the carriage return key to reconnect with the BCS computer.

  e. To disconnect from TELENET, execute the following procedure:

(1) Log off the BCS computer.

TELENET should respond with:

xxxxxx DISCONNECTED

If TELENET does not respond in this way, perform the following steps:

(2) Depress the carriage return key.
(3) Enter the symbol @.
(4) Depress the carriage return key again.

TELENET will respond with:

@

(5) Enter D.
(6) Depress the carriage return key.

TELENET will respond with:

xxxxxx DISCONNECTED

(7) Hang up the telephone.

Table A–1
TELENET Terminal Model Identifiers. (see section A–3b.)

Terminal Model	ID
ADDS CONSUL 520, 580, 980	D1
ADDS ENVOY 620, REGENT	D1
ALANTHUS DATA TERMINAL	
T–133	A1
T–300	A8
T–1200	A3
ALANTHUS MINITERM	A2
AM–JACQUARD AMTEXT 425	D1
ANDERSON JACOBSEN 510	D1
ANDERSON JACOBSEN 630	B1
ANDERSON JACOBSEN 830, 832	B3
ANDERSON JACOBSEN 841	use IBM 2741 codes
ANDERSON JACOBSEN 860	B5
APPLE II	D1
ATARI 400, 800	D1
A T & T DATASPEED 40/1, 40/2, 40/3	D1
BEEHIVE MINIBEE, MICROBEE	D1
CENTRONICS 761	A8
COMMODORE PET	D1
COMPUCOLOR II	D1
COMPUTER DEVICES CDI 1030	A2
COMPUTER DEVICES TELETERM 1132	A8
COMPUTER DEVICES MINITERM 1200 SERIES	A2
COMPUTER TRANSCEIVER EXECUPORT 300	A2
COMPUTER TRANSCEIVER EXECUPORT 1200	A9
COMPUTER TRANSCEIVER EXECUPORT 4000	A8
CPT 6000, 8000	D1
DATAMEDIA ELITE	D1
DATAPOINT 1500, 1800, 2200, 3000, 3300, 3600, 3800	D1
DATA PRODUCTS PORTATERM	A1
DATA TERMINAL & COMMUNICATIONS DTC 300, 302	B3
DIABLO HYTERM	B3
DIGI–LOG 33 & TELECOMPUTER II	D1
DIGITAL EQUIPMENT	
(LA 35–36) DECWRITER II	A8
(LA 120) DECWRITER III	A8
DIGITAL EQUIPMENT VT50, VT52, VT100, WS78, WS200	D1
GEN–COMM SYSTEMS 300	B3
GE TERMINET 30	A5
GE TERMINET 300	A4
GE TERMINET 120, 1200	A3
GENERAL TERMINAL GT–100A, GT101, GT110, GT400, GT400B	D1
HAZELTINE 1500, 1400, 2000	D1
HEWLETT PACKARD 2621	D3
HEWLETT PACKARD 2640 SERIES	D1
IBM 2741	
EBCD CODE	
TYPESPHERE ELEMENT CODES:	
963, 996, 998	E1
938, 939, 961, 962, 997	E2
942, 943	E3
947, 948	E4
CORRESPONDENCE CODE	
TYPESPHERE ELEMENT CODES:	
001, 005, 007, 008	C1
022, 030, 050, 053	C1
067, 070, 085	C1
006, 010, 015	C2
019, 059, 090	C2
021, 025-029, 031-039	C3
060, 068, 086, 123	C3
129-145, 156, 161	C3
043, 054	C4
IBM 3101	D1
INFORMER I304, D304	D1
INFOTON 100, 200, 400, VISTAR	D1
INTELLIGENT SYSTEMS INTECOLOR	D1
INTERTEC INTERTUBE II	D1
LANIER WORD PROCESSOR	D1
LEAR SIEGLER ADM SERIES	D1
LEXITRON 1202, 1303	D1

Table A–1
TELENET Terminal Model Identifiers. (see section A–3b.)—Continued

Terminal Model	ID
MEMOREX 1240	A2
MICOM 2000, 2001	D1
NBI 3000	D1
NCR 260	A2
PERKIN-ELMER MODEL 1100, OWL, BANTAM	D1
PERKIN-ELMER CAROUSEL 300 SERIES	A8
RADIO SHACK TRS 80	D1
RESEARCH INC. TELERAY	D1
TEKTRONIX 40002-4024	D1
TELETYPE MODEL 33, 35	A1
TELETYPE MODEL 40	D1
TELETYPE MODEL 43	B3
TELETYPE MODEL 40/1, 40/2, 40/3	D1
TEXAS INSTRUMENT	
725	A7
733	A2
735	A6
743, 745, 763, 765	D1
820	B3
99/4	D1
TRENDATA	
1000, 1500, 2000	use IBM 2741 codes
4000 (ASCII)	B1
TYMSHARE	
110, 212	A2
315	A8
325	B3
UNIVAC DCT 500	B4
WANG 20, 25, 30, 015, 130, 145	D1
WESTERN UNION EDT	
33, 35	A1
300	A3
1200	A4
XEROX 800, 850, 860	D1
XEROX 1700	B3

Notes:

If the user's terminal is not listed here, and the user is using a personal computer as a terminal, the user should enter D1. Otherwise, leave the field blank and continue.

Table A–2
TELENET Messages

TELENET: ?
MEANING: TELENET does not understand the user's entry. This could result from a typing error.

TELENET: @
MEANING: TELENET is waiting for a TELENET system command from the user.

TELENET: BAD PASSWORD
MEANING: The user has made a mistake in typing either the ID or the password.

TELENET: xxxxx CONNECTED
MEANING: TELENET has successfully linked the user's terminal to the computer.

TELENET: xxxxx BUSY
MEANING: All computer ports are in use. The user should try to sign on again in five minutes. If the user still cannot get through, the user should contact the KEYSTONE office.

TELENET: xxxxx ILLEGAL ADDRESS
MEANING: This message generally occurs when the user has made an error in entering the network address of the computer. Check for such an error and correct the mistake. If an error cannot be found, the user should call the KEYSTONE office.

TELENET: xxxxx NOT REACHABLE
MEANING: There is a temporary problem on the TELENET network. Perform the following steps:

(1) If possible, go to another phone. Avoid disconnecting the terminal.

Table A–2
TELENET Messages—Continued

(2) Call the TELENET customer service representative. (In Virginia, call (800) 572-0408, elsewhere in the continental U.S., call (800) 336-0437).
(3) Give the customer service representative:

  (a) The user's name.
  (b) The users phone number.
  (c) The network address.
  (d) The terminal port address (see part A-3b).
  (e) A description of the problem.

The representative will assign the user a 'trouble report' number which should be written down and retained for future reference to the problem.

TELENET: STILL PENDING
MEANING: TELENET is attempting to connect the user's terminal to the computer.

TELENET: ***POSSIBLE DATA LOSS***
MEANING: TELENET has had to reset the connection between the user's terminal and the computer. The user should check any records or data that have been entered this session, since they may have to be reentered. If the message remains, the user should contact TELENET Customer Service in the manner described above, under the ***** NOT REACHABLE message.

TELENET: LOCAL NETWORK OUTAGE
MEANING: The TELENET network is having a temporary problem. The user should reestablish the link by initiating the steps described in section A-3c. If the problem continues, the user should contact TELENET Customer Service in the manner described above, under the ***** NOT REACHABLE message.

TELENET: STILL CONNECTED
MEANING: The user's terminal is still connected to the BCS computer. To resume the session with the computer, enter CONT.

TELENET: DISCONNECTED
MEANING: The user is not linked to the BCS computer. To reestablish a link, the user should initiate the steps described in section A-3c. This message will normally appear when the user logs off of the BCS computer.

TELENET: NOT CONNECTED
MEANING: The user had entered the CONT command to continue a session with the computer when the link with the computer had not been established. To establish the link and start a session, return to the instructions in section A-3c.

A–4. Batch processing

a. Generally it is less expensive to execute a program in batch mode. There are two kinds of batch executions, immediate and overnight batch. A batch execution that takes place at non–peak hours, i.e., 8 p.m. to 8 a.m. (overnight–delayed) is less expensive than immediate batch.

b. There are two ways to execute REQUEST programs in batch mode. For some programs, keypunched cards are processed through a card reader. (Any program in REQUEST may be executed in this manner.) For others, the user, when executing the program on–line selects a batch mode option after entering the report or program execution parameters. In either case, a program is executed in batch mode with output available through a high speed line printer. Paragraph A–5 describes the card deck and steps required for batch processing. Paragraph A–6 describes the retrieval of output from programs executed in batch mode. Chart A–1 outlines the cards and steps required to submit batch jobs and to retrieve the output.

A–5. Card deck and job submission

Submission of a card batch job requires input of a series of cards through a card reader, followed by execution of an on–line autolog program. Applicability of the various autolog programs is discussed in paragraphs A–4.n through A–4.p. Job streams which are submitted for processing must begin their processing within 48 hours of input time. Failure to initiate the jobs through the appropriate autolog sequence (TOC, USAREC, DJOB, …) will result in an automatic and unrecoverable purge of the job stream. The card deck that is used to initiate a batch program through a card reader consists of the cards described in paragraphs A–4.a through A–4.m.

a. sign–on card. The sign on card is required each time the card reader is dialed into the TSO computer. Table A–3 contains the information required for the sign on card. Numerous batch executions may be submitted with one sign–on.

b. Job card. The job card along with the route punch card (c.) will send the card deck from the card reader, through

the TSO computer, to the CTS2 computer where it needs to reside for batch execution. All REQUEST programs execute on the CTS2 computer. The TSO computer is used only to handle the batch card input and the printer output. Table A–4 contains the information required for the job card.

c. Route Punch card. The route punch card is used in conjunction with the job card (b.) as described in the previous paragraph. Table A–5 contains the information required for the route punch card.

d. :READ card. The :READ (colon read) card is needed for the jobstream in order to flag the program that is running. Table A–6 contains the information required for the colon read card. Note: Report and update program colon read cards differ. Columns 17 to 20 are blank for report programs such as SOLD, RUQUOT and RUDICT. Columns 17 to 20 contain the word 'DATA' for update programs such as BQUOTA and UNTUPD.

e. Password card. The user submits a password card with the deck in order that the password can be checked against the user ID before the program runs.

f. ML SPOOL card (for report programs only). The ML (master link) SPOOL card is for report programs only (example: SOLD). The ML SPOOL card tells the operating system at execution time where the output goes, i.e., to which high speed printer. Starting in column 24 the user may specify a form of an output file queue which is in effect a 'gate' for the output and when retrieving output may load a particular paper at the printer and using a queue dump card (A–5b.) retrieve the program output. Table A–7 contains the information required for the ML SPOOL card.

g. Stacking card (for report programs only). The stacking card tells the operating system to stack the program name and the responses to all the program prompts into a buffer before the program executes so that the answers to the prompts are available during the execution of the program. Table A–8 contains the information required for the stacking card.

h. Program name cards (for report programs only). The program name card identifies the program to be executed. This card contains the program name starting in column 1. It is, in effect, the response to the on–line initiation prompt of ENTER PROGRAM NAME, 'LIST' OR 'OFF'.

i. Prompt response cards (for report programs only). Prompt response cards contain information required by the program. There must be one card for each and all necessary answers to the prompts within each program. The number of cards will vary according to the path taken by the user in the on–line procedures as specified in the user manual. The information must be punched in exactly the same format and columns as required by on–line execution. Included among the cards must be the response to the prompts such as REPORT UPDATE OR END. Enter END in the appropriate columns of the prompt response card. Do not use this card to replace the off card described below (j). The off card is a separate.

The user has the option of adding another program name card (h) here, followed by the required prompt response cards (i) before adding the off card (j). This option will result in the reports of both programs coming out on the high speed printer as one printer file. That is, everything from the stacking card (g) to the off card (j) will be output at one printing.

j. Off card (for report programs only). The off card is used to answer the prompt ENTER PROGRAM NAME, 'LIST' OR 'OFF'. The characters must be punched in columns 1 to 3. This card releases the program output to the printer queue.

k. &END card (for report programs only). The &END card tells the operating system to close the stack in the buffer which was started by the stacking card (g.) so that the program(s) execution may proceed. Table A–9 contains the information required for the &END card.

l. Sign–off card (optional). The sign–off card is used to disconnect the card reader from the TSO computer. This card may be submitted after all batch jobs have been submitted or all output received. If it is not submitted, the TSO computer automatically terminates the session after 15 idle minutes. Table A–10 has all the required information for the sign–off card.

m. Data cards (for update programs only). The data cards are whatever specific cards are required for the particular program being run. These cards will be transformed by the update program to become the VSAM disc file records in the REQUEST data base. For example the UNTUPD program contains a table in the user manual with the required information for UNTUPD data cards. The cards must be punched exactly as indicated by a table as in UNTUPD or as indicated by on–line procedures in the user manual.

n. Overnight Batch Autolog Submission (for report programs only). Job submission is made at an on–line terminal by running the TOC (Terminal Operations Center) program for users in the KEYSTONE Branch and MILPERCEN; the USAREC program for users at USAREC; or DJOB for users at FORSCOM. These programs must be run at least once a day to submit the system software that will actually process the cards input into the card reader. The TOC, USAREC, and DJOB programs may be run for batch auto–log submission before or after the cards are submitted. The job submission may be verified by running the BTCHLK program immediately after TOC, USAREC, or DJOB is run, and then running BTCHLK again the following morning.

The execution of the batch job(s) will take place early the following morning between 0145 and 0400 hours. Due to the Saturday evening CTS2 shutdown, TOC, USAREC, and DJOB jobs submitted on Saturdays are not executed until early Monday morning to ensure their uninterrupted execution.

o. Immediate Batch submission (for report programs only). Immediate batch submission from an on–line terminal

for card jobs is made by first submitting the cards to the card reader and then by running the TOCI program for users at the KEYSTONE Branch and MILPERCEN; the USARECI program for users at USAREC; or IJOB for users at FORSCOM. The batch programs are run by the entry of TOCI, USARECI, or IJOB in response to the ENTER PROGRAM NAME, 'LIST' OR 'OFF' prompt.

p. Update program(s) job submission. Job submission is made on the on–line terminal by entering the program name (example: BQUOTA or UNTUPD) in response to the ENTER PROGRAM NAME, 'LIST' or 'OFF' prompt.

A–6. Retrieving batch output

Batch output is normally printed on a high speed line printer. Output can be retrieved by a card deck as shown below.

a. sign–on carD – Paragraph A–4a above and Table A–1.

b. Queue dump card(s) – A queue dump card sets the form for the particular queue requested. The default form number is 41. Form 51 is used for CHGAA, CHGAR, and CHGNG programs. It in effect opens the 'gate' that was set by the ML Spool card (A–4e.). Once a queue dump card has been entered, the form selection is universal and it will not return to any other form without the execution of another queue dump card even if the session is terminated. Table A–11 contains the required information for a queue dump card.

c. Sign–off card (optional) – Paragraph A–4k above and Table A–10.

It should be noted that job streams which have been processed and are awaiting downloading through a remote logon, must be downloaded within five days. Failure to obtain these jobs will result in an automatic and costly purge of the job streams.

Chart A–1. Batch job requirements.

I.   For execution of REQUEST programs in batch mode. The cards and steps are labeled a, b, c … according to the subparagraph in A–4 where they are described.

All Programs
a. Sign–on card
b. Job card
C. Route Punch card
d. :Read card – Note: columns 17 to 20 determine the rest of the deck. ′DATA′, for update programs; follow the chart on the left, below. Blank, for report programs; follow the chart on the right below.
e. Password card

Update Programs
m. Data cards
l. Sign–off (optional)
p. Update job submission
   (from online terminal)

Report Programs
f. ML SPOOL card
g. Stacking card
h. Program name card
i. Prompt response cards
j. Off card
k. SEND card
I. Sign–off card (optional)
n. Overnight batch autolog or
o. Immediate batch submission
   (from online terminal)

II. For retrieval of output produced in batch mode. The cards are labeled according to the subparagraph in A–4 and A–5 where they are described.

All Programs
A–4a. Sign–on card
A–5b. Queue dump card(s)
A–4k. Sign–off card (optional)
   – to be submitted only after all output has been retrieved.

Table A–3
sign–on card

Column	Field	Description
1	'/'	0/1 multipunch.
2	'*'	11 row 4/8 multipunch
3–8	'SIGNON'	
10–12	'TSO'	
16–21	'REMOTE'	
22–24	Remote ID	three–character ID.
25–32	Password	Eight–character password.

Table A–4
Job card

Column	Field	Description
1	'/'	0/1 multipunch.
2	'/'	0/1 multipunch.
3–8	User ID	Where batch job is to be run (example: UZK729).
10–12	'JOB'	
14	'('	Left parenthesis – row 5/8 multipunch.
15–16	'ED'	
17	','	Comma – 0/3/8 multipunch.
19	'O'	
20	')'	Right parenthesis – 11 row 5/8 multipunch
21–23	'JDD'	
24	','	Comma – 0/3/8 multipunch.
25–28	'PRTY'	
29	'='	6/8 multipunch.
30–31	'10'	
32	','	Comma – 0/3/8 multipunch.
33–38	'TYPRUN'	
39	'='	6/8 multipunch.
40–43	'COPY'	
44	','	Comma – 0/3/8 multipunch.
45–52	'MSGCLASS'	
53	'='	6/8 multipunch.
54	'B'	

Table A–5
Route Punch card

Column	Field	Description
1	'/'	0/1 multipunch.
2	'*'	11 row 4/8 multipunch
3–7	'ROUTE'	
11–13	'PUNCH'	
15–18	'VCT2'	
19	'.'	Period – 12 row 3/8 multipunch.
20–25	User ID	Where the job is to execute (example: UZK729).

Table A–6
:Read (colon read) card

Column	Field	Description
1	':'	Colon – 2/8 multipunch.
2–5	'READ'	
8–13	Name of program	The name of the program to be executed
17–20 (Update programs)	'DATA'	For update programs only (for example: BQUOTA, UNTUPD).
17–20 (Update programs)		Blank – for report programs only (for example: SOLD, RUQUOT, RUDICT)

Table A–7
ML Spool card

Column	Field	Description
1–2	'ML'	
3–6	'SPOOL'	
8–16	'PRINTER'	
18–20	'RMT'	
21–23	TSO remote ID Three–digit ID code.	
24–31	'(FORM 51' (optional)	Left parenthesis – 12 row 5/8 multipunch, FORM, space, 51.

Table A–8
Stacking card

Column	Field	Description
1	'&'	Ampersand – 12 row punch
2–9	'BEGSTACK'	

Table A–9
&END (ampersand end) card

Column	Field	Description
1	'&'	Ampersand – 12 row punch
2–4	END	

Table A–10
Sign–off card

Column	Field	Description
1	'/'	0/1 multipunch.
2	'*'	11 row 4/8 multipunch.
3–9	'SIGNOFF'	

Table A–11
Queue dump card

Column	Field	Description
1	′/′	0/1 multipunch.
2	′*′	11 row 4/8 multipunch.
3	′$′	11 row 3/8 multipunch.
4–7	′TPR1′	
8	′,′	Comma – 0/3/8 multipunch.
9	′F′	
10	′=′	6/8 multipunch.
11	Form #	1–2 digit form number (form 41 is the default form, form 51 is used for CHGAA, CHGAR, and CHGNG).

Appendix B
sign–on/Sign–Off Procedures

B–1. Introduction
Access to the system is afforded by computer terminals that are linked to the main computer via ordinary telephone lines. To gain access over these telephone lines, the user must follow exactly the procedures described in this appendix. Users in Europe will use the procedures detailed in paragraph B–4. All other users will use the procedures detailed in paragraph B–3.

B–2. sign–on data items
All users must enter their particular user identification code and password and the BCS service identifier. Users in Europe must enter, additionally, the terminal identifier, their particular Telenet user identification code and Telenet password, and the common Telenet address. Valid values for these data items are given in the tables included in paragraph B–4 for users in Europe, and in paragraph B–3 for all other system users.

B–3. sign–on procedures for U.S. users

Table B–1A
sign–on data items for U.S. users

Data item	Field	Valid values or reference
BCS service identifier	DESIRED SERVICE	CTS2.
User identification code	CP L XXXXXX	L, a space, and the six–character code identifying the user's location.
Password	CP XXXXXXXX	The user's current password, obtained from the TASO.

Table B–1B
Follow the procedures below to sign–on to the system. See figure B–1 for an example.

USER:
1. Turn on the power to the computer terminal.
2. Dial the access telephone number. The telephone number may be obtained from the KEYSTONE Branch.
3. Listen for a high–pitched tone.
4. Place the telephone headset firmly in the computer terminal cradle.
5. Depress the carriage return key.

SYSTEM: WELCOME TO THE BCS NETWORK
YOUR ACCESS PORT IS BCS XXX
SELECT DESIRED SERVICE:

USER:
1. Enter CTS2.
2. Depress the carriage return key.
SYSTEM: SYSTEM: MAINSTREAM–CTS ONLINE
CP

Table B–1B
Follow the procedures below to sign–on to the system. See figure B–1 for an example.—Continued

USER:

1. Enter L.
2. Enter a space.
3. Enter the correct user identification code.
4. Depress the carriage return key.

SYSTEM: CP XXXXXXXX

USER:

1. Enter the correct password.
2. Depress the carriage return key.

SYSTEM: At this point, the system will print certain log–on information and the initial prompt, ENTER PROGRAM NAME, 'LIST' OR 'OFF':

USER:

1. To run a program, enter the program name and depress the carriage return key.
2. obtain a complete list of the programs available to the user, enter LIST and depress the carriage return key.
3. To sign off without having run any programs, enter OFF and depress the carriage return key.

```
WELCOME TO THE BCS NETWORK
YOUR ACCESS PORT IS BCS XXX
SELECT DESIRED SERVICE:  CTS2
MAINSTREAM-CTS ONLINE
CP L XXXXXXX
CP XXXXXXXXX
LOGON AT 05:38:13 EDT THURSDAY 04/30/81 LINE 6DA (4-1-192)
CMS REL 6 04/28/81 VOO3
A (191) R/O
ENTER PROGRAM NAME, 'LIST' OR 'OFF'
```

Figure B–1. Sample log–on procedure for U.S. users

```
PLEASE TYPE YOUR TERMINAL IDENTIFIER E
-1250-010-
PLEASE LOG IN:
USER NAME: RCFRGXXXXX
PASSWORD: USAXXXX
TELENET
@C 70363
TELENET: CALL CONNECTED
WELCOME TO THE BCS NETWORK
YOUR ACCESS PORT IS BCS XXX
SELECT DESIRED SERVICE: CTS2
MAINSTREAM-CTS ONLINE
CP .L XXXXXX
CP XXXXXXXX
LOGON AT 05:38:13 EDT THURSDAY 04/30/81 LINE 6DA (4-1-192)
CMS REL 6 04/30/81 VOO3
A (191) R/O
ENTER PROGRAM NAME, 'LIST' OR 'OFF'
```

Figure B–2. Sample log–on procedure for users in Europe

B–4. sign–on procedures for users in Europe

Table B–2
sign–on data items for users in Europe

Data item	Field	Valid values or reference
BCS service identifier	DESIRED SERVICE	CTS2.
User identification code	CP L XXXXXX	L, a space, and the six–character code identifying the user's location.
Password	CP XXXXXXXX	The user's current password, obtained from the TASO.
Terminal identifier	TERMINAL IDENTIFIER	Enter E
Telenet user identifier	USER NAME	The ten–character code identifying the Telenet user.
Telenet Password	PASSWORD	The seven–character Telenet password
Telenet address	@	Enter C 70363.

Table B–3
Follow the procedures below to sign–on to the system. See figure B–2 for an example.

USER:

1. Turn on the power to the computer terminal.
2. Dial the access telephone number. The telephone number may be obtained from the KEYSTONE Branch.
3. Listen for a high–pitched tone.
4. Place the telephone headset firmly in the computer terminal cradle.
5. Depress the carriage return key.

SYSTEM: PLEASE TYPE YOUR TERMINAL IDENTIFIER

USER:

1. Enter E
2. Depress the carriage return key
SYSTEM: –1250–010
PLEASE LOG IN:
USER NAME:

USER:

1. Enter the Telenet user identification code.
2. Depress the carriage return key:
SYSTEM: PASSWORD:

USER:

1. Enter the Telenet password.
2. Depress the carriage return key.
SYSTEM: TELENET
@

USER:

1. Enter C 70363.
2. Depress the carriage return key.
SYSTEM:
TELENET: CALL CONNECTED
WELCOME TO THE BCS NETWORK
YOUR ACCESS PORT IS BCS XXX
SELECT DESIRED SERVICE:

USER:

1. Enter CTS2.
2. Depress the carriage return key.
SYSTEM: MAINSTREAM–CTS ONLINE
CP

USER:

1. Enter L, preceded by a space.

Table B–3
Follow the procedures below to sign–on to the system. See figure B–2 for an example.—Continued

2. Enter a space.
3. Enter the correct user identification code.
4. Depress the carriage return key.

SYSTEM: CP XXXXXXXX

USER:
1. Enter the correct password.
2. Depress the carriage return key.
SYSTEM: At this point, the system will print certain log–on information and the initial prompt, ENTER PROGRAM NAME, 'LIST' OR 'OFF':.

USER:
1. To run a program, enter the program name and depress the carriage return key.
2. To obtain a complete list of the programs available to the user, enter LIST and depress the carriage return key.
3. To sign off without having run any programs, enter OFF and depress the carriage return key.

B–5. Sign–off procedures for all users

Users can sign–off the system by entering OFF in response to the prompt, ENTER PROGRAM NAME, 'LIST' OR 'OFF'. The system will respond by printing certain log–off information and prompting, 'SELECT DESIRED SERV-ICE:'. The user may complete the sign–off procedure by hanging up the telephone and turning off the power to the computer terminal. Note that OFF is a valid response to the above prompt only. At no other time will the sign–off be successful, and the Army will continue to be charged for computer time even though no work is actually being performed. The prompt occurs upon signing on and upon the completion of each program.

B–6. Error messages

The following listing contains possible error and information messages and the corrective action to be taken.

Table B–4
Error messages

MESSAGE: CP
ACTION: This prompt will occur after the user has entered an invalid user identification code. Re–enter the correct user identification code.

MESSAGE: SERVICE NOT AVAILABLE AT THIS TIME
ACTION: This is an information message. The CTS2 service requested is unavailable due to some operational difficulty. Try again later.
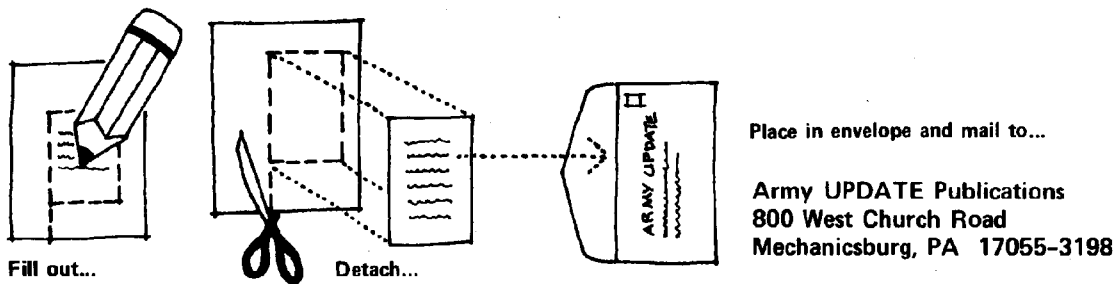
MESSAGE: RESTART
ACTION: The format of the response to the CP prompt is incorrect. Re–enter the user identification code exactly as shown in figure B–1 or B–2.

B–7. sign–on problems

Problems encountered while attempting to sign–on which are not the fault of the user are generally attributable to the telephone link between the user and the computer. Garbled output, random or missing characters, misinterpreted (though correctly entered) commands and abrupt service terminations may all be due to poor telephone links. When such problems occur, the user may find it advantageous to re–dial the access telephone number and sign–on again in order to obtain a clearer telephone link. Persistent problems should be reported to the KEYSTONE Branch.

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Figure B-3. Instructions for completing the subscription card and Army UPDATE Publications Subscription Card

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